

## **Privacy Statement**

When you request information from The Hills Group, sign up to any of our services or buy things from us, The Hills Group obtains information about you.

This statement explains how we look after that information and what we do with it. We have a legal duty under the Data Protection Act to prevent your information falling into the wrong hands. We must also ensure that the data we hold is accurate, adequate, relevant and not excessive. Normally the only information we hold comes directly from you.

Whenever we collect information from you we will make it clear which information is required in order to provide you with the information, service or goods you need. You do not have to provide us with any additional information unless you choose to. We store your information securely on our computer system, we restrict access to those who have a need to know, and we train our staff in handling the information securely.

Most of our services are delivered through our sites. We will pass your contact details to your local site. We would also like to contact you in future to tell you about other services we provide.

You have the right to ask us not to contact you in this way. We will always aim to provide a clear method for you to opt out. You can also contact us directly at any time to tell us not to send you any future marketing material.

You have the right to a copy of all the information we hold about you. To obtain a copy, either ask for an application form to be sent to you, or write to the data protection officer at Hills Group Limited, Ailebury Court, High Street, Marlborough, Wiltshire, SN8 1AA. There is a charge of £10 for a copy of your data (as permitted by law). We aim to reply as promptly as we can, in any case, within the legal maximum of 40 days.