

Privacy Policy

H & V Commissioning Services Ltd | Company number SC300677 | Last updated 18 September 2026

Draft for client approval. This policy is tailored to the current H&V; website and UK data-protection principles. H&V; should confirm its internal retention periods, cookie/analytics services and any nominated privacy contact before final publication.

1. Who we are

H & V Commissioning Services Ltd ("H&V;", "we", "us" or "our") is a private limited company registered in Scotland under company number SC300677.

Our registered office is 6th Floor Gordon Chambers, 90 Mitchell Street, Glasgow, G1 3NQ. Our trading/contact address shown on the website is 16 Barrmill Road, Galston, KA4 8HH.

For privacy enquiries, please contact us at craig@handv.co.uk or write to our registered office.

2. Scope of this policy

This Privacy Policy explains how we collect, use, store and protect personal information when you visit our website, contact us, submit an enquiry, apply for a vacancy, upload a CV or otherwise interact with H&V; online.

3. Personal information we may collect

Depending on how you use the website, we may collect:

- name, email address, telephone number and other contact details;
- company or organisation details where you provide them;
- information included in contact or enquiry forms;
- job-application information, including CVs, cover letters, employment history, qualifications and LinkedIn profile details where supplied;
- communications you send to us by email, telephone or through the website;
- technical information such as IP address, browser type, device information and website usage data;
- cookie and analytics information where such technologies are used and, where required, consent has been obtained.

4. How we collect information

We may collect information directly from you when you complete a form, contact us, apply for a vacancy, upload a document, telephone or email us, or manage your cookie preferences. We may also receive information from professional platforms or publicly available sources where appropriate and lawful.

5. How we use personal information

We may use personal information to:

- respond to enquiries and provide information about our services;
- communicate with customers, prospective customers, suppliers and other business contacts;

- process, assess and administer job applications and recruitment activity;
- contact applicants about current or relevant future opportunities where appropriate;
- operate, secure, maintain and improve the website;
- prevent misuse, fraud or security incidents;
- comply with legal, regulatory, tax, accounting or reporting requirements;
- establish, exercise or defend legal claims.

6. Lawful bases for processing

We will only process personal information where we have a lawful basis to do so. Depending on the circumstances, this may include taking steps at your request before entering into a contract, performing a contract, complying with a legal obligation, pursuing our legitimate interests in operating and developing our business, or relying on consent where consent is required.

Where we rely on legitimate interests, we consider the impact on your rights and interests. Where we rely on consent, you may withdraw that consent at any time.

7. Recruitment and job applications

If you apply for a vacancy, we may process your contact details, CV, employment history, qualifications, cover letter, LinkedIn profile and any other information you choose to provide. We use this information to assess suitability, administer recruitment and communicate with you about your application.

Please avoid providing information that is not reasonably necessary for your application. Recruitment information will be retained only for as long as reasonably necessary for the recruitment process and any applicable legal or business requirements. H&V; should confirm its internal recruitment-retention period before final publication.

8. Sharing personal information

We may share personal information only where necessary with H&V; employees and contractors, recruitment decision-makers, website hosting and IT providers, form/email/security service providers, professional advisers, insurers, regulators, public authorities or law-enforcement bodies where required by law.

We do not sell personal information.

9. International transfers

Some technology or website service providers may process information outside the United Kingdom. Where this happens, we will take appropriate steps to ensure personal information receives a level of protection required by applicable UK data-protection law.

10. Data retention

We keep personal information only for as long as necessary for the purpose for which it was collected, taking account of the nature of the information, our operational requirements, legal and regulatory obligations, and the need to resolve disputes or establish legal rights.

Specific retention periods may differ depending on the type of information. H&V; should maintain an internal retention schedule covering customer enquiries, recruitment information, contractual records and other business records.

11. Cookies and analytics

Our website may use cookies and similar technologies for essential operation, security, preferences and, where enabled, analytics. Non-essential cookies should only be placed where the required consent has been obtained.

Visitors should be provided with clear cookie controls and information about the specific cookies or analytics services in use. H&V; should confirm the live website's cookie and analytics configuration before this section is treated as final.

12. Your data-protection rights

Depending on the circumstances, you may have rights to request access to your personal information, correct inaccurate information, request deletion, restrict processing, object to certain processing, request data portability and withdraw consent where processing is based on consent.

To exercise a right or raise a privacy query, contact craig@handv.co.uk. We may need to verify your identity before responding.

13. Complaints

If you have concerns about how we use your information, please contact us first so that we can try to resolve the matter. You also have the right to complain to the UK Information Commissioner's Office (ICO), the UK regulator for data protection.

14. Security

We use reasonable technical and organisational measures designed to protect personal information against unauthorised access, loss, misuse, alteration or disclosure. No internet-based service can, however, be guaranteed to be completely secure.

15. Third-party websites

Our website may contain links to websites operated by third parties. We are not responsible for the content or privacy practices of third-party websites and recommend reviewing their privacy information separately.

16. Changes to this policy

We may update this Privacy Policy from time to time to reflect changes to our website, services, business practices or legal requirements. The latest version will be published on the website together with the date it was last updated.

Contact: H & V Commissioning Services Ltd
6th Floor Gordon Chambers, 90 Mitchell Street, Glasgow, G1 3NQ
craig@handv.co.uk