



Head Office: Vp plc

ORIGINATED BY

HIREDESK

DIVISION TO TRADE WITH: (please tick one box)

UK Forks - incorporating: UK Forks Higher Access

CREDIT ACCOUNT APPLICATION FORM
SOLE TRADER/PARTNERSHIPS ONLY

Your Company Details

Company Name:
Accounts/Invoicing Address:
Postcode:
Email Address:
Tel:
VAT Registration Number:
Fax:
Credit Limit Required:
Contact Name and Preferred Tel No:
How did you hear about us?
Nature of Business/ Industry Sector:
Insurance Company (Hired in Plant):
Have you had an account with Vp plc previously?

Your Personal Details: (Required for all proprietors)

Name
Address
Date of Birth
Previous Address
(Repeating for multiple proprietors)

Your Agreement With Us:

Our preferred method of sending invoices and statements is via our paperless billing system. You will be automatically registered for this service. Please provide the following details:

Email Address for Invoices:
If you would like to receive your invoices through the post, please tick here

OUR STANDARD PAYMENT TERMS ARE 30 DAYS NETT MONTHLY

I acknowledge receipt of Vp plc Terms and Conditions of Hire and Sale which will apply in all future transactions unless agreed in writing by a Company Director and confirm I have authority to open this account.
In accordance with data protection law, I/we confirm that I am/we are the above named individual(s) or have their consent to provide you with the above information in so far as it comprises personal data.

TO BE COMPLETED BY APPLICANT

Signed:
Print Name:
Position in Company:
Date:

FOR HEAD OFFICE USE ONLY

Authorised by:
Date:
Account No.:
Credit Limit:
Processed by:
Processed Date:

Privacy Notice for UK Forks customers who are sole traders/directors

Why are we providing this notice to you

As your supplier, UK Forks (“we”), hold certain information about you (“personal data”) which we need to perform relevant services in relation to our contract agreement.

In the UK, data protection law is currently covered under the Data Protection Act 1998 (DPA 1998). However, a new law called The General Data Protection Regulation (GDPR) will apply from 25 May 2018. We are required by law to give you certain information about the data we hold about you, why we hold it, how we use it, and what safeguards are in place to ensure it is protected. Please note this only affects your personal data, business data will not be covered by the same rights. This notice is designed to give you that information.

Why we hold your data

UK Forks is a “data controller” in respect of your personal information for the purposes of applicable data protection legislation.

The legal basis for our use of your personal data will generally be one or more of the following:

- for the legitimate interests of setting up your customer account and establishing the status of your credit;
- because we need to process your data to meet our contractual obligations in relation to our contract agreement;
- in certain limited circumstances with your consent.

We will not use your data for our legitimate business interests if in our view they are overridden by your interests, rights or freedoms.

If we are processing your data on the basis of your consent you can withdraw consent at any time by contacting your relevant credit controller. The withdrawal of consent will not affect the processing of personal data carried out before it was withdrawn.

What data we hold and where we obtain it

The information we hold and process may include:

- contact details, including name, home address, home telephone numbers and home email address; and
- credit ratings.

We obtain most of this personal data directly from you. We may also obtain data from credit rating agencies and from public databases. If you do not provide information requested of you this could mean that we are unable to enter into a hire agreement with you and meet our obligations under that agreement.

Who the information may be shared with

From time to time, we may need to share your personal data with other advisers and service providers so that they can help us meet our legal and contractual obligations or use the data to carry out their legal functions.

The types of organisations we may need to share some of your information with are:

- credit rating, debt collection and similar agencies;
- service providers including document production and distribution services;
- rehire companies where required to fulfil a contract; and
- government and law enforcement organisations including Her Majesty's Revenue and Customs (HMRC).

In some cases these recipients may be outside the UK. This means your personal data may be sent outside the EU to a jurisdiction that may not offer an equivalent level of protection as is required in EU countries. If this occurs, we will endeavour to ensure that appropriate safeguards are in place with a view to protecting your data in accordance with applicable laws. Please use the contact details below if you want information about the safeguards that are currently in place for any such transfers.

How long we keep your data

Our standard policy is for information or data to be kept for only as long as necessary to meet the purpose(s) for which it is collected. It is then disposed of in a managed and secure way.

If, at any time, we propose to use your personal data for any other reason than outlined, we will provide you with further details as to why and for what reason we intend to do so.

We do not carry out any fully automated decision making for marketing purposes using your personal data and will not share this data with anyone for the purpose of marketing to you.

Your rights

You will have a number of rights under the GDPR. These include the right to:

- see the information we hold about you;
- request personal data to be amended if it is inaccurate or incomplete;

- request the deletion or removal of personal data where there is no compelling reason for its continued use;
- block or restrict the processing of your personal data; and
- object to the processing of your personal data.

You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk. If you wish to exercise any of these rights, please contact us as indicated below.

Updates

This privacy notice was updated in April 2018. We may update this notice periodically. Where we do this, we will inform customers of the changes and the date on which the changes take effect.

Contacting us

The Company Secretary

UK Forks

Central House, Beckwith Knowle, Otley Road

Harrogate, HG3 1UD

Tel: 01423 533400

Email: gdpr@vpplc.com