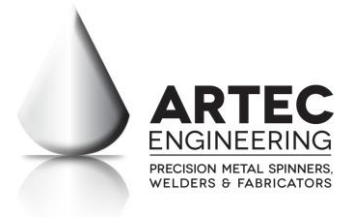


GDPR Policy



GDPR

Reference GDPR (General Data Protection Regulation) - the data privacy law that was introduced on 25th May 2018.

It applies to all organisations that gather or hold data of individuals in the European Economic Area (EEA).

Article 5 of the GDPR requires that personal data shall be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Processed in a manner that ensures appropriate security of the personal data.

Your confidence and trust in our systems is vitally important to us.

With that in mind, we want you to know in relation to the above how we collect, store and handle your personal data:

- We hold little data that would be of any value to third parties.
- We will not pass on any confidential data, email addresses or telephone numbers to anyone not involved within our day to day business activities with you.
- Any data we collect will be for legitimate purposes in line with our dealings and activities as outlined above.
- We will endeavour to maintain data so that it is up to date and relevant.
- Data will be maintained for as long as is necessary to meet legal, statutory and regulatory requirements.
- Any data we hold will be appropriately secure as to its content.

Breaches of Data Security

Should there be a breach of data we hold which we suspect might be detrimental to you, we will let you know.

Privacy Rights

Individuals are entitled to exercise any of the following privacy rights in respect of our processing of personal information:

Access: Individuals can request access to a copy of their personal information held by us, along with details of what personal information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision-making.

Rectification: Individuals can ask us to change or complete any inaccurate or incomplete personal information held about them.

Erasure: Individuals can ask us to delete their personal information where it is no longer necessary for us to use it, or where we have no legal basis for keeping it.

Objection: Individuals can object to our processing of their personal information.

Withdraw Consent: Generally, we do not require consent to process personal information and so we do not ordinarily ask for consent to process personal information. However, where we do ask for consent to process personal information, individuals have the right to withdraw their consent at any time.

Privacy Rights Requests Please make all requests to exercise privacy rights in writing to Philip Kemp <Phil@artecengineering.co.uk>

We will need to verify the identity of anyone requesting to exercise their privacy rights and we may ask individuals to provide valid identification documents when making a request to allow us to do this.

We will respond to any requests in accordance with our obligations under data protection laws.

P. Kemp – Managing Director - Artec Engineering Limited