

General Data Protection Regulations (GDPR) and Data Protection Act 2018 (DPA) 18 Privacy Notice

To whom it may concern

In order to comply with the General Data Protection Regulations (GDPR) which came into force on the 25th May 2018 we need to inform you of our commitment to ensuring your data is protected.

Grantham Engineering Ltd is committed to ensuring that your privacy is protected. This statement together with our Data Protection Policy sets out the basis on which any personal data we collect from you and about you, or that you provide to us, will be processed by us. Please read the following carefully so that you understand our practices regarding your personal data and how we will treat it.

In order to provide our services, we will collect and process the following data about you:

- Company name;
- Company addresses;
- Individual employee names;
- Contact telephone numbers;
- Contact fax numbers;
- E-mail and web addresses;
- Credit check and financial information;
- Client customer details (for delivery/contract purposes)

We gather this data from incoming enquiries, from verbal conversations, from search engines and third-party credit check companies. We collect information about you when you sign up to receive our newsletters and email updates. This data is processed onto our systems and periodically backed up to the company's internal servers. Your information will only be used for processing of business activities with us and occasional marketing activities. We will not transmit your information to other parties, unless it is required to fulfil your request for a quotation, complete an order or we are legally obliged to do so, all data disclosures will be relevant only to the requirement of the quotation/contract.

We will never sell information to third-parties.

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures. We review our data security measures and associated procedures regularly. Unfortunately, the transmission of information by means of the internet, including through e-mail, is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to or from us by means of email and any such transmission is at your own risk.

It is our aim to only hold onto your data for as long as is necessary. Unless otherwise required under applicable law, we store your data for as long as we provide services to you and for a period of no less than six years from the date which we receive your data.

We may contact you by mail, e-mail and telephone about our services and industry events involving Grantham Engineering Ltd which may be of interest to you. You have the right to ask us to stop processing your personal data for direct marketing purposes. If you wish to exercise this right, please send an email to accounts@graneng.co.uk with a subject line "UNSUBSCRIBE".

We might store some of your information in different places. Physical files are stored in lockable cabinets or secure offices and archived files are retained in a lockable store room. Electronic files are stored within the company's servers.

You have the right to request that we

- Inform you whether we process your data, provide you with details relating to your processing, and with a copy of your data;
- Rectify any inaccurate data we might have about you without undue delay;
- Complete any incomplete information about you;
- Erase your personal data without undue delay;
- Are restricted from processing your data;
- Furnish you with the personal data which you provided to us in a structured, commonly used and machine readable format

The exercise of your rights may be subject to certain conditions prescribed by law and we might require further information before we can respond to your request.

You may exercise your rights by contacting us at the address or e-mail provided at the end of this privacy notice.

We may update this privacy statement from time to time and will publish the most current version on our website, as appropriate.

If you would like to contact us with any queries or comments in relation to your personal data, please

E-mail accounts@graneng.co.uk

Write to Grantham Engineering Ltd, Harlaxton Road, Grantham, Lincolnshire, NG31 7SF, U.K.