

DATA PRIVACY POLICY

Technijet Limited ("We") are committed to protecting and respecting your privacy.

1 About this Policy

- 1.1 This policy explains when and why we collect personal information about our customers, suppliers and staff, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend the Data Policy from time to time without prior notice. Should this be necessary the revised policy will be published on our website. Amendments will not be made retrospectively.
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR we will be the "controller and processor" of all personal data we hold about you.

2 What information we collect and why

- 2.1 We will collect customers name, address, phone numbers and email address for the purposes of administering our legal requirements and any ongoing maintenance requirements.
- 2.2 We will collect supplier's names, address, phone number, email address and payment details for the purposes of ordering and paying for goods and administering our legal requirements.
- 2.3 We will collect staff name, address, phone number, email address, DOB, Tax and Bank Information and Next of Kin information for the purposes of running our payroll system and administering our legal requirements.
- 2.4 CCTV is in operation throughout our premises for the purposes of security, monitoring and health and safety.

3 How we protect your personal data

- 3.1 We will not transfer your personal data to any third party without your consent.
- 3.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

3.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4 Who else has access to the information you provide us ?

4.1 We will never sell or pass your personal data to a third party without your prior consent (which you are free to withhold) except:

4.1.1 Where we are legally required to do so

4.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf. However, we will disclose only the personal data that is necessary for a third party to deliver the service and we will have procedures in place that requires them to keep your information secure and not to use it for their own purposes.

5 How long do we keep your information ?

5.1 We will hold your personal data on our system for as long as you are a customer, supplier, member of staff and as long afterwards as is necessary to comply with our legal obligations. We will review your personal data each year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations.

5.2 We securely destroy all financial information once we have used it and no longer need it.

5.3 CCTV footage is permanently deleted after a one week period.

6 Your Rights

6.1 You have rights under the GDPR :

6.1.1 to access your personal data

6.1.2 to be provided with information about how your personal data is processed

6.1.3 to have your personal data corrected

6.1.4 to have your personal data erased in certain circumstances

6.1.5 to object to or restrict how your personal data is processed

6.1.6 to have your personal data transferred to yourself or to another business in certain circumstances

6.1.7 You have the right to take any complaints about how we process your personal data to the Information Commissioner : <https://ico.org.uk/concerns/> 0303 123 1113.