

CALTEC

ASSESSMENT TEST & CALIBRATION

Caltec Privacy Notice for Customers 01.04.18

There is a full Data Protection Policy which we can send to you on request – however this provides a summary of what data we collect and what we do with it in simple and straightforward terms. If you have any questions at all, feel free to email us on helenb@caltec-atc.co.uk

Customers – we collect the names and addresses of our Customers as well as their contact details for the purposes of dealing with them on a day to day basis. This is necessary if we are going to be able to deliver our customers' requirements. All customer data is stored for 5 years after which it is securely destroyed (shredded or deleted).

Customer Data - We manage a Customer database for the purpose of delivering our service and holding and managing your Calibration and inspection Records. We make every effort to minimise the data we receive, with a policy of only storing data that is necessary.

We process this data in line with GDPR compliance. As part of handling and processing your data we have a designated Data Controller and this is your first point of contact should you have any issues or questions about what we do, or why we do it.

Online data - When you specifically request it, we hold your Calibration and Inspection Records on our Client Portal.

Business Prospects – From time to time we may source and collect the details of businesses, and individuals in those businesses, for the purposes of marketing. We send out email newsletters, direct mail and make sales calls. This is done on the basis of legitimate business interest. It is in our interest to communicate with businesses in the UK to sell our services, and it is in their interests to receive our communications. You can opt out of receiving any communications by emailing us.

As part of handling and processing your data we have a designated Data Controller and this is your first point of call should you have any issues or questions about what we do, or why we do it. Our Data Controller is: Helen Barton Compliance Manager, Caltec ATC LTD



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