

LEOTRONICS PRIVACY POLICY

This privacy policy is for Leotronics Ltd. Registered office: London Road, Rake, Hampshire, GU33 7PG.

Email: sales@leotronics.co.uk Phone: 01730 893838

VAT: GB 544 1883 35

We are the controller and processor of your data. We will use your information as defined in this Privacy Policy.

We do not collect data from third parties and we only use data given to us by you via phone, email, our website or gathered from public domain.

We only collect data needed to provide our customers with the products and services that they require and to send out occasional marketing emails.

This will include:

- Company names
- Employee names
- Business addresses
- Email addresses
- Phone numbers

All of which will be provided by the customer/ business.

We will collect additional information from customers who apply for and/or obtain credit accounts including:

- Bank account details
- Credit card details

If at any time these details change, please contact us to update your information.

When can we use your information?

We collect and use your information in the following circumstances:

- Legal obligation: Where we believe it is necessary to use your information to comply with a legal obligation to which we are subject
- Contract: Where our use of your information is necessary for us to perform the contract we have with you. For example, following up on quotes or enquiries
- Legitimate interest: Where our use of your information is for legitimate interests and we have made sure that your information and your rights in relation to that information are protected. We use this legal basis to contact you occasionally via email, phone with products and services that may be of interest to you. We have balanced our legitimate interests with any potential risks to your data protection rights and consider that these are outweighed by the significant benefits of being able to provide and improve our products and services.

You have a right to object to the use of your data for marketing purposes. Please contact us using the methods below:

Marketing

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you. Any email marketing messages we send are done so through an EMS, email marketing service provider. An EMS is a third party service provider of software / applications that allows marketers to send out email marketing campaigns to a list of users.

Email marketing messages that we send may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of data such as; times, dates, I.P addresses, opens, clicks, forwards, geographic and demographic data. Such data, within its limitations will show the activity each subscriber made for that email campaign.

Any email marketing messages we send are in accordance with the GDPR. We provide you with an easy method to withdraw your consent (unsubscribe) or manage your preferences / the information we hold about you at any time.

How long we keep information for

It is a legal requirement that we keep accounting records for a period of 3 years. All data will be assessed regularly and deleted accordingly.

You have the right to rectify any data that is inaccurate or incomplete. Please contact using the methods highlighted at the beginning of this document.

You have the right to request the deletion of data that we hold where there is no compelling reason for its continued processing and where the data is no longer necessary for the purpose for which was originally collected.

Who we share your data with

We do not share your data with third parties except in the following circumstances:

- Where it is necessary to do so in order to process your order for example with carriers/ freight forwarders
- With any law enforcement agency, court, regulator, government authority or any third party where we believe it is necessary to comply with a legal or regulatory obligation or, otherwise, to protect our rights or the rights of any third party
- With any third party that purchase, or to which we transfer, all or substantially all of our assets and business. Should such a sale occur, we will use reasonable efforts to try and ensure that the entity to which we transfer your information uses it in a manner that is consistent with this policy.