

ADP Precision Engineering Privacy Policy

PRIVACY NOTICE

ADP Precision Engineering Ltd. is Precision Engineering company. This privacy policy will explain how our organization uses the personal data we collect from you.

We respect your privacy and will ensure any data we do collect will be done so lawfully & responsibly. We'll also tell you about your privacy rights and how the data protection law protects you.

WHAT DATA DO WE COLLECT?

Personal data, or personal information, means any information about an individual from which that person can be identified.

We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data includes first name/last name/ username/ marital status/ title/ date of birth/ gender.
- Contact Data includes billing address/ delivery address/ email address/ telephone numbers.
- Transaction Data includes details about payments to and from you / other details of products you have purchased from us.
- Technical Data includes PDF files / emails /Intellectual property.

HOW DO WE COLLECT YOUR DATA?

You directly provide ADP Precision Engineering Ltd. With the data we collect and process data when you;

- Submit an enquiry / place an order with ADP Precision Engineering Ltd
- When using our website, we collect other personal identifiers such as IP addresses, geographical location, browser type and version, operating system, referral source, length of visit, and page views. We use Google Analytics to analyse the use of our website. For further information please refer to our Cookie Policy
- When you and/or your employer inputs personal data to set up an account with us.

You will be asked to agree to our 'Terms and Conditions'. This privacy notice and our cookies policy should be read in conjunction with these Terms and Conditions

HOW WILL WE USE YOUR DATA?

The data we collect, and process is for one or more of the following reasons;

- When you use our website or to enquire about our services via our website, telephone, or email.
- Email relating to enquiry, quotation, or order.
- to comply with any legal obligations
- To manage our business
- To personalise the service and content based on your usage activity
- Performance of Contract Process your enquiry, quotation, or order, manage your account.

HOW DO WE STORE YOUR DATA?

We are committed to ensuring that your data is secure. As such we have put in place appropriate technical and organisational measure to safeguard it.

All data input into our website by you is encrypted and securely stored in our systems and retained only for the duration required to fulfil the request.

ADP Precision Engineering Limited

Unit 3, Westway Industrial Park, Throckley, Newcastle upon Tyne Ne15 9HW

T: +44 (0)191 2568071 www.adp-precisionengineering.co.uk Company No: 04599354

All data entered into our system to form your user account is stored for the duration of your contract with us and in an encrypted format in our secure, cloud-based data storage managed by The Unite Group, based at 126 Great Lime Road, Newcastle upon Tyne, NE12 6RU.

ADP Engineering do not carry out Marketing activities that use your personal data!

WHAT ARE YOUR DATA PROTECTION RIGHTS?

ADP Precision Engineering would like to make you aware of all of your data protection rights under current legislation.

- **The right to access-** You have the right to request ADP Precision Engineering for copies of your personal data.
- **The right to rectification-** You have the right to request that ADP Precision Engineering to complete information you believe is inaccurate or incomplete.
- **The right to erasure-** You have the right to request that ADP Engineering erase your personal data, under certain circumstances.
- **The right to object to processing –** You have the right to object to ADP Engineering processing of your personal data, under certain conditions.
- **The right to data portability –** You have the right to request that ADP Precision Engineering transfer the data we have collected to another organization, or directly to you, under certain conditions.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. However, should your request be deemed excessive we may levy a charge for this.

If you would like to exercise any of these rights, please contact us at: sales@adp-precisionengineering.co.uk

Or write to us: ADP Precision Engineering
Unit 3
Westway Industrial Park
Throckley
Newcastle Upon Tyne
NE15 9HW

PRIVACY POLICIES OF OTHER WEBSITES

- ADP Precision Engineering do not use your personal Data on external websites

CHANGES TO OUR PRIVACY POLICY AND YOUR DUTY TO INFORM US OF CHANGES

- This version of our GDPR |Privacy Policy was last updated on 27th March 2023 and will be reviewed annually unless there are any legislative updates to adhere to.
- Please keep us informed if your personal data changes during your relationship with us to ensure that the personal data we hold about you is accurate and current.

HOW TO CONTACT THE APPROPRIATE AUTHORITIES IF YOU ARE UNHAPPY WITH THE WAY WE HAVE HANDLED YOUR DATA

Information Commissioner's Office
Wycliffe House Water Lane
Cheshire
SK9 5AF
Telephone: 0303 123 11
ICO Website: <https://www.ico.org.uk>

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