

Industrial Electronics Ltd

Specialists in the Calibration and Repair of Test Instruments
Repair & Maintenance of Electronic Control Equipment
Manufacture & Design of all types of Automated Equipment
BS EN ISO 9001 : 2008
BS EN ISO 14001:2004

Tel: **01782 415533**

Fax: **01782 747315**

tim@industrialelectronicsltd.co.uk

www.industrialelectronicsltd.co.uk



Re: General Data Protection Regulations – GDPR

We are writing to you today in relation to the changes in the Data Protections Regulations which will change on 25th May 2018.

Keeping your data safe is a key part of our objective and we have stringent controls in place to make sure all data is protected.

We hold the following information for various people within your organisation such as account managers, accounting personnel and general contact information. This information may include details such as name, job title, company emails, mailing addresses, telephone and fax numbers. Also, as we pay our suppliers by bank transfer we hold company bank details, including bank account number and sort code. As we accept payment via bank transfer we also hold customers bank details and payment history.

The above information is only used for business purposes such as sending out invoices, orders, remittances, queries and emails. The ONLY time we may give out any details to a third party is for reference purposes for Industrial Electronics Ltd to open a trading account, we wouldn't do this without consent.

To comply with the new GDPR regulations we require you to consent to us holding your data. Please reply to this letter if you DO NOT CONSENT and we will try to address any problems you have. If we have not heard anything from you by 25th May 2018 we will assume you consent to us holding your data.

Yours faithfully,

Tim Poole
Managing Director
On behalf of Industrial Electronics Ltd.



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What information do we collect about you?

We collect information about you:

- If you enquire or place an order for our products or services
 - If we purchase product(s) from you, if you are one of our suppliers
 - If you voluntarily complete customer or supplier surveys
 - If you apply for a job vacancy with our Company or if you have put your CV on a job board within the public domain
- Website usage information is collected using cookies.

How will we use the information?

We will process your information for certain legitimate business interests:

1. We use your personal information including name, address, corporate email address and telephone number for customer and supplier administration. For example to handle your order, deliver your products/services, process payments, communicate with you regarding your order, our products, services and promotional offers, update our records and maintain your account with us.
2. We may share information with associates, such as credit reference agencies to fulfil our contractual obligations or to prevent fraud.
3. We may use your personal information to contact you regarding vacancies if you apply for a job vacancy with our Company or if you have put your CV on a job board within the public domain.
4. We may also use survey question responses, should you choose to participate, to aid our market research. This research will only be used internally. We will not sell your information to any external organisation.
5. We may use personal information to better understand how people interact with our websites and to determine the effectiveness of our promotional campaigns and advertising. We may send you information and/or offers that is tailored to your interests and industry and may be of value to you. See [Marketing](#)

We may keep your personal information for a reasonable period for these purposes. Whenever we process data for these purposes we will ensure that we always keep your Personal Data Rights in high regard and take account of these rights. We do not collect personal data for any other purpose.

Marketing

We may send you information about products and services from Industrial Electronics Ltd. that we feel may be of specific interest to you. Contact may be via telephone, post or interactive media such as email and SMS. By providing us with your address, telephone number and email address, you consent to being contacted by these methods for these purposes. You have a right at any time to stop us from contacting you for marketing purposes. If you do not wish to receive marketing information from us or our service providers please contact our Data Protection Officer on sales@industrialelectronicsltd.co.uk

Links to other websites

Industrial Electronics Ltd website may link to other websites, which Industrial Electronics Ltd. do not have control over. We are not responsible for the content of such websites or for their own privacy practices, or for the way in which information about their users is treated. We do not accept any liability from your use of these other websites. We cannot guarantee that



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those links will work at all times. You must always carefully review the privacy and confidentiality policy of any third party website that you may visit in order to understand how the operators of that website may collect, store and use your personal and confidential information.

Information on our websites

We will make reasonable efforts to ensure that the information contained within Industrial Electronics Ltd. website is correct and up-to-date, but we cannot accept any liability for any inaccuracies or omissions.

Price and availability information is subject to change without notice. Industrial Electronics Ltd. does not accept liability for any loss, damage or inconvenience that occurs as a result of using our website.

Any sales of goods or supply of services by Industrial Electronics Ltd. will be subject to our standard terms and conditions of supply.

Copyright

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Security

Your personal details are stored on our database systems and we have appropriate physical, electronic and managerial procedures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used.

We have implemented security policies, rules and technical measures to protect the personal data we have under our control from:

- unauthorised access
- improper use or disclosure
- unauthorised modification
- unlawful destruction or accidental loss

All our employees and data processors, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our visitors' personal data.

Access to your information and correction

You have the right to request a copy of the information that we hold about you, and where appropriate, you may have the data erased, amended or completed.

You can request a readable copy of the personal data we may keep about you by writing to the Data Protection Officer at Industrial Electronics Ltd. We may require proof of identity before providing this information.



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Any subject access requests will be responded to without undue delay, but at least within one month. We reserve the right to charge an administration fee, or refuse to respond to manifestly unfounded or excessive requests. For numerous or complex data requests, we may extend the response time by a further 2 months, if necessary.

You are entitled to challenge the data we hold about you, and where appropriate, you may have the data corrected or removed if the information is inaccurate. Please bear in mind that if you object this may affect our ability to carry out tasks above for your benefit.



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