

Wrekin Circuits Ltd

Privacy Statement for Customers and Suppliers

Privacy Statement

Wrekin Circuits Ltd Limited, a private limited company.

Purpose

The purpose of this privacy statement is to explain how Wrekin Circuits Ltd manages your personal data if you are not an employee of Wrekin Circuits Ltd.

Why Wrekin Circuits Ltd needs your data

If you are a customer

Wrekin Circuits Ltd needs your personal data so that it can contact you about a contract you have with it, or about an information request that you have raised with it, or about our products and services you are interested in.

If you are a supplier

Wrekin Circuits Ltd needs your personal data so that it can contact you about a contract it has with you, or about an information request that it has raised with you, or about your products and services it is interested in.

What it needs

The personal data Wrekin Circuits Ltd needs about you is your basic contact information:

- Your name and your company job title, position or role
- Your company's name and your company address
- Your company telephone number and/or your company email address
- Your consent to receive communications by email

How it uses it

If Wrekin Circuits Ltd has your personal data then it stores it in a single secure database that any of its employees may use if they need to contact you by letter, telephone, or email.

If you have an enquiry, contract or an information request with Wrekin Circuits Ltd then its employees may contact you from time to time about it as a matter of contract fulfillment or legitimate business interest.

Wrekin Circuits Ltd does not carry out marketing communications by email or telephone.

Wrekin Circuits Ltd

Wrekin Circuits Ltd does not store any item of your personal data other than what is listed above.

How long it keeps it

If you have an enquiry, contract or an information request with Wrekin Circuits Ltd then it will keep your personal data during, and for a maximum of 7 years after the completion of, that item.

Your rights

You can tell Wrekin Circuits Ltd of any corrections to the personal data it holds about you and then you can expect Wrekin Circuits Ltd to correct it.

You can tell Wrekin Circuits Ltd to delete your personal data and if it is not stored for reasons of contract fulfillment or legitimate interest and then you can expect Wrekin Circuits Ltd to delete it.

How to complain

If you wish to complain about Wrekin Circuits Ltd' record of your personal data then please contact its Data Controller who will investigate further.

If you are not satisfied with the Data Controller's response or believe that it is processing your data incorrectly you can complain directly to the Information Commissioners Office (ICO).

The Wrekin Circuits Ltd Data Controller is John Purdon; you can email him via purdonj@wrekin-circuits.co.uk