

AE SITE PRODUCTS LTD PRIVACY NOTICE

INTRODUCTION & OUR DETAILS

AE Site Products Ltd a limited company incorporated in England & Wales
Company Registration: 09048615
Registered Office: 8 Hopper Way, Diss Business Park, Diss IP22 4GT

For data protection purposes we are the 'data controller' of the personal data that you give us.

Our address is:
Suite T, Diss Business Park
Hopper Way
Diss
Norfolk
IP22 4GT

Our contact details are:
T: 01379 658 959
E: info@ae-siteproducts.com

OUR COMMITMENT TO YOU

We are committed to protecting your privacy and to complying with the data protection laws in the UK. In consequence, we collect the minimum amount of information about you that is commensurate with providing you with a satisfactory service.

WHAT IS THE PURPOSE & LEGAL BASIS FOR US TO COLLECT & PROCESS YOUR PERSONAL DATA?

The main purpose is to identify our customers to enable us to deliver to you the goods or services that you buy from us and to provide you with any follow-up that is required. We also have to retain records of all our transactions for tax and accounting reasons.

WHAT PERSONAL DATA WILL BE COLLECTED & PROCESSED

Depending on the type of transaction you enter into, this may include your name, address, telephone number, and email address, together with data about your use of the website. This will be retained and used (processed) for the purposes referred to above.

WHO WILL RECEIVE YOUR PERSONAL DATA?

We will receive your personal data on our website which is kept on a secure server in the UK where all personal data is encrypted.

Data concerning your credit/debit card payments is processed by PayPal on a secure website linked to ours and they have their own privacy policy that you should read.

Data concerning your name, delivery address and a contact number / email for items purchased to be delivered by Team C Express Logistics (APC) and they have their own privacy policy that you should read.

We do not give anyone else access to personal data unless we are required to by law or the access is for our own team performing their services for our website, all of whom are subject to confidentiality obligations.

AE SITE PRODUCTS LTD PRIVACY NOTICE

If we wish to process your personal data for purposes other than those specified in this notice, we will notify you with relevant information and, if necessary, seek your consent.

We may from time to time provide information of a general nature to third parties - for example, the number of individuals visiting our website, buying particular products or completing an enquiry form, but this information will be anonymized so that those individuals cannot be identified (except in the case of testimonials on our website where the individual has given consent).

WHAT ARE YOUR RIGHTS?

You have the right to:

- ask us in writing for details of the personal data that we hold on you
- require us to rectify any errors
- have your personal data deleted if there is no reason for its continued storage and processing
- Lodge a complaint about the data controller with the ICO (Information Commissioner's Office).

Further details about your rights under data protection legislation can be found on the ICO's website at <https://ico.org.uk/>.

COOKIES

Your internet browser has the in-built facility for storing small files- "cookies" - that hold information which allows a website to recognise your account. Our website takes advantage of this facility to enhance your experience. You have the ability to prevent your computer from accepting cookies but, if you do, certain functionality on the website may be impaired

HOW YOU CONTACT US

If you have any questions about our Privacy Policy, or if you want to know what information we have collected about you, please email us at:

E: info@ae-siteproducts.com

CHANGES TO THIS PRIVACY NOTICE

Any changes to this Notice will be placed here and will supersede this version. We will take reasonable steps to draw your attention to any changes in our policy. However, to be on the safe side, we suggest that you read this document each time you use the website to ensure that it still meets with your approval.

GDPR General Data Protection Regulation applies from 25th May 2018 and our practises will be reviewed and any updated as necessary

Here at AE Site Products we take your data protection very seriously and require our suppliers, contractors and employees to adhere to stringent data protection policy practises as dictated by the Information Commissioners Office (ICO).

Certificate of Registration Reference: ZA418260

ICO Register of data controllers

AE SITE PRODUCTS LTD PRIVACY NOTICE

We will hold your information only for as long as we have reasonable business need and for a retention period in line with legal and regulatory requirements

WHAT ARE YOUR RIGHTS

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, objects to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

If you have any concerns as to how your data is processed or you wish to implement your right to:

- Be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Right not to be subject to automated decision making including profiling

Please refer to the Data Protection Point of Contact details below:

E: info@ae-siteproducts.com

T: 01379 658 959

A: Suite T Diss Business Park, Hopper Way, Diss Norfolk IP22 4GT

ICO Information Commissioner's Office Helpline 0303 123 1113