

AltTech Sales Limited Company Privacy Policy

This Privacy policy will explain how we use and store the personal data we collect from you.

Topics:

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- How do we collect your data
- How will we use your data
- How do we store your data
- Marketing
- What are your data protection rights
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- How to manage your cookies
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- How to contact the appropriate authorities

What data do we collect?

To enable day to day business activities we collect and store customer information such as company and contact names, email addresses, phone numbers, trading & invoice address etc.

How do we collect your data?

Contact data is collected through voluntary completion of our contact detail forms, or is provided directly by a customers/suppliers via email or phone.

When visiting our website we do not use any cookies that collect personal information.

How will we use your data?

We only collect personal data to enable us to provide the services requested such as issue quotations, process orders, send invoices & manage your account.

We do not share your data with third parties.

How do we store your data?

Your contact data is kept secure within our cloud based Job processing and accounting software Workflow max & Xero. Archived documents such as quotes, delivery notes and invoices are stored in Dropbox cloud storage which is integrated with Workflow max and Xero

For more information please visit:

www.workflowmax.com

www.xero.com

www.dropbox.com/business

Marketing

We do not send marketing material.

What are your data protection rights?

We would like to make sure you are fully aware of all your data protection rights

The right to access - You have the right to request copies of the personal data we hold about you.

The right to rectification - You have the right to request correction of any information you believe is inaccurate or incomplete.

The right to erase - You have the right to request that we erase your personal data, certain information will need to be held for the statutory length of time as set out by HMRC

The right to object to processing- You have the right to request that our company restricts the processing of your personal data.

The right to data portability - You have the right to request the we transfer the data that we have collected to another organisation or directly to you.

If you would like to exercise any of these rights please contact us at carl@alttech.co.uk call 01780 721444 or write to AltTech sales ltd, Units 1-2 Chater Business Est, Pit Lane, Ketton, PE9 3SZ.

What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. We use Google analytics to monitor visitor behaviour on our website. More information can be found at <https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>

How to manage cookies

You can set your browser not to accept cookies via your browsers settings tab.

Privacy policies of other websites?

If our website contains links to other websites our privacy policy applies only to our website.

Changes to our privacy policy

As part of our document review and control system our privacy policy is kept under regular review.

How to contact us

Our GDPR officer is Carl Woodman, If you have any questions about our company privacy policy, the data we hold on you or you would like to exercise one of your data protection rights please do not hesitate to contact us by:

Email: carl@alttech.co.uk

Phone: +44(0)1780 721444

Post:: AltTech Sales Ltd, Units 1-2 Chater Business Estate, Pit Lane, Ketton, Rutland, PE9 3SZ