



Supermarine Aero Engineering Ltd

Workshop:

Mitchell Works,
Steventon Place,
Burslem,

Stoke-on-Trent,

ST6 4AS

01782 811344

Website:

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Email:

info@supermarine.net



GDPR: DATA PRIVACY NOTICE FOR CLIENTS AND SUPPLIERS

Supermarine Aero Engineering Ltd are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the new General Data Protection Regulation (GDPR).

1. Introduction

Supermarine Aero Engineering Ltd is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: Supermarine Aero Engineering Ltd, Mitchell Works, Steventon Place, Burslem. Stoke on Trent, ST6 4AS.

For all data matters contact Supermarine Aero Engineering Ltd at info@supermarine.net or 01782 811344.

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Appropriate measures are taken to ensure data is processed in a secure manner.

2. The purpose of processing your personal data

We use your personal data for the following purposes:

- To provide quotes (customer) and request quotes (supplier)
- To maintain our own accounts and records
- To administer and provide products and services you request or have expressed an interest in
- To communicate to you

3. The categories of personal data concerned

When we provide you with products or services we may collect and store any personal information that you provide to us. We may, for example, keep a record of your name, address, delivery address, email address, an identification number, location data, an online identifier, telephone number and bank/financial details.

4. Our lawful basis for processing your general personal data:

To transact our business and hold sufficient data for us to be able to process orders and deliver services on those orders.

To send, with consent, promotional marketing emails with respect to our products and services that we think may be of interest to you. We gather consent in a number of ways including asking the question over the phone when taking orders in that way.

In summary, we hold enough data to allow us to have a business relationship

If at any time you wish to withdraw your consent or make a complaint about our handling of personal data, then you can email info@supermarine.net, or write to us at: : Supermarine Aero Engineering Ltd, Mitchell Works, Steventon Place, Burslem, Stoke on Trent, ST6 4AS. We will remove that consent or contact you with respect to your complaint within one month of receiving your request.

5. Sharing your personal data

In order to provide our products and services to you or to otherwise fulfil contractual arrangements that we have with you, we may need to appoint other organisations to carry out some of the data processing activities on our behalf. These may include, for example, delivery organisations.

We may share your data with third parties . e.g.

- If we are under a legal or regulatory duty to do so
- If it is necessary to do so to enforce our terms and conditions or other contractual rights
- To lawfully assist the police or security services with the prevention and detection of crime or terrorist activity
- Where such disclosure is necessary to protect the safety or security of any persons and/or
- Otherwise permitted under applicable law

In all instances where we disclose your information to third parties, we will ensure that your information is appropriately protected.

6. How long do we keep your personal data?

By law, we must retain this information for as long as one of those lawful reasons continue to be applicable. If we do not have permission to send emails, and we have not transacted an order with you for a period of six years, then we delete the personal information from our systems.

In exceptional circumstances, we may keep your personal data for longer than reasonably necessary in case of any legal claims/complaints.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, e.g. upon your request for a 'reference';
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics)

8. Transfer of Data Abroad

We do not transfer personal data outside the EEA.

9. Automated Decision Making

We do not use any form of automated decision making in our business.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

11. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact us on info@supermarine.net or write to us at: : Supermarine Aero Engineering Ltd, Mitchell Works, Steventon Place, Burslem. Stoke on Trent, ST6 4AS

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the

Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.