

Plastigauge: Clients' Privacy Notice

Our contact details

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Email: sales@plastigauge.co.uk

This Privacy Notice was created on 22 November 2021.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details).
- Order and transaction details (enquiries and purchases from us).

Under the General Data Protection Regulation (GDPR), the lawful basis for processing this information is that we have a contractual obligation to you.

Under certain circumstances, shown in the next section, we may also rely on the following lawful bases:

- We have a legal obligation.
- We have a legitimate interest.

How we get the personal information and why we have it

All of the personal information we process is provided to us directly by you so that we can provide our services to you.

We will not normally share your information with anyone. If we do share your data it will only be if:

- We are required to do so to comply with the law (for example for tax purposes).

- We have to comply with an order from a court or with another judicial instruction.
- It is in our legitimate interest to do so (for example to protect our finances or reputation).

How we store your personal information

Your information is securely stored electronically. Your data will be kept as part of our files for 7 years from the time your order and then it will be securely deleted.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request to do so, we have one month to respond to you.

Please contact us at sales@plastigauge.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at: sales@plastigauge.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

Version 2

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>