

Data Protection Privacy Notice – Caldervale Technology Limited

Please read this Privacy Notice. It relates to how we hold and process your information (data) and your rights. We recommend that you retain this Privacy Notice for future reference.

Caldervale Technology Limited is registered with the Information Commissioners Office. Its registration number is **Z762693**. The person responsible for data protection at Caldervale Technology Limited is Chris Ryan – chris@caldertech.com. Caldervale Technology Limited is a "data controller". This means that we are responsible for deciding how we hold and use data about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. We have a duty to keep your data secure and maintain your confidentiality and we will do so.

We will process your data on the lawful basis that this is pursuant to the contract between you as our customer and us as your product supplier. We will process any special category data (being data relating to race, ethnic origin, political opinion, religious or similar beliefs, membership of trade unions, physical or mental health or condition, genetic data, biometric data, sexual life and orientation) or data relating to criminal convictions only if we are specifically required to do so for the purpose of the contract between us and then only with your specific written consent to do so.

We will only process and use your data for the purpose of performing the contract we have entered into and not for any other purpose. Your data is held both in a paper format and also on our computer systems. We have an obligation to keep this data accurate and we will endeavour to do so. Similarly, you are obliged to inform us of any data we hold that may no longer be accurate and we ask that you do so.

We are not currently required to disclose data to third parties; we will only do so in the future if it is required on the lawful basis that it is a legitimate interest of our business. We will also notify you if we become required to disclose data to third parties, and we will ensure that the appropriate safeguards are in place by requiring any third party to maintain an equivalent level of security and confidentiality with regard to the data. You will have a right to object to this data being shared once you are notified of the need to do so.

Your data will be retained on our central server which then distributes to your company's email addresses and then is auto-deleted every three months.

Your rights

You are entitled to request copies of the data we hold about you. You are also entitled to receive confirmation from us that we are processing your data, what that data is, and to ensure that your data is correct and ask for it to be rectified if it is not. In addition, you have the right to object to our processing your data and ask that it be deleted. However, whether we agree to the deletion will depend upon the circumstances and whether we consider it necessary to retain the data for the original purpose for which it was obtained. You also have the right to ask that we transfer data to a third party.