

## **Privacy Notice for Greenhalse Electronics Ltd.**

### **Our contact details :**

GreenHalse Electronics Ltd  
1 Designer House  
Anglebury Business Park  
Sandford Lane  
Wareham

Telephone 01202 916411

[https:// www.greenhalse.co.uk](https://www.greenhalse.co.uk) Main point of contact : Director Nigel Halse 01202 916411

### **What type of information we have :**

When providing a service to you we may ask to collect details of :

#### **The service required**

#### **Your Name**

#### **Your contact details including email, address and telephone numbers**

We will provide you with method of payment of invoices to us. We shall not request or document any of your banking, credit or debit card details.

Your information shall be used by us to process your order, keep a record of accounts and maintain a customer list. This information will not be shared by us to anyone, other than with courier or postal services who may require your name, address, email and telephone number.

Your information will be stored securely on computerised and paper systems, only at the site of our office named above.

Your information will be stored for as long as you remain one of our customers. At any time you may request that your information is removed from our customer list.

Paperwork no longer deemed absolutely necessary relating to your custom with us, will be shredded.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Nigel Halse (contact details above)

(b) We have a contractual obligation.

(c) We have a legal obligation.

## **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 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 information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the 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, we have one month to respond to you.

Please contact us at the contact details above if you wish to make a request.

If you have any questions or complaints relating to how we manage and store your information please contact us (details above).

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

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113