

Cambion Electronics Limited

Privacy Policy

Introduction

At Cambion Electronics Ltd, we are committed to protecting your privacy and are fully aware of the obligations under GDPR. This Policy explains when and why we collect personal information about different individuals, how we use it, the conditions under which we may disclose it to others and how we keep it secure. In this privacy policy 'Personal Data' refers to any data, whether true or not, about an individual whom can be identified (i) from that data; or (ii) from that data and other information to which we have or are likely to have access, including data in our records as may be updated from time to time.

By interacting with Cambion Electronics Limited as well as its group companies, representative and /or agents (collectively referred to herein as "the Group", "us", "we", or "our") submitting information to us, or signing up for any products and services offered by us, you agree and consent to us collecting, using, disclosing and sharing your personal data, and disclosing such Personal data to the group and relevant third parties in a manner set forth in this Privacy policy.

It applies to information we collect about:

- visitors to our websites;
- complainants;
- individuals in relation to an inquiry, quote, or a call back request;
- people who use our services; and
- job applicants and our current and former employees.

The personal information which we hold will be held securely in accordance with our internal security policy and the GDPR law. We will not transfer your data outside of the European Economic Area (EEA), save to the Group where deemed necessary, however adequate safeguards will be in place.

Cambion Electronics Limited reserve the right to change this Policy from time to time so please check this page occasionally to ensure that you are happy with any subsequent changes.

Any questions regarding this Policy and our privacy practices should be sent to the contact information provided at the end of this Policy.

Visitors to our websites

When someone visits www.cambion.com or www.cambion.co.uk we use third party service providers, to collect standard internet log information and details of visitor behavior patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way to monitor website performance and no information is used for additional targeted marketing uses. When personally identifiable information is collected, we will request permission beforehand and will explain what we intend to do with it.

Use of cookies by Cambion Electronics Ltd

When you interact with us on our website, we automatically receive and record information on our server logs from your browser. We may employ cookies in order for our server to recognise a return visitor as a unique user including, without limitation, monitoring information relating to how a visitor arrives at the website, what kind of browser a visitor is on, what operating system a visitor is using, a visitor's IP address, and a visitor's click stream information and time stamp. Should you wish to disable the cookies, you may do so by changing the setting on your browser, however, you may not be able to enter certain part(s) of our website.

People who email us

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with office policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the applicable law. To the extent that the individual does not fall within any of the other categories covered by this Privacy Policy, we will

process this information only where it is within our company's legitimate interests to do so and will be retained in line with our data retention policy.

People who make a complaint to us

When we receive a complaint, we will only use personal information we collect to process the complaint and to check on the level of service we provide. We will retain this data for a maximum period of five (5) years in line with our data retention policy.

People who inquire with us, or request a quote or a call back from us

Where inquiries, quote requests, or call back requests are submitted to us we will only use the information supplied to us to deal with that inquiry or request. Personal data will be collected and used in these situations to enable us to provide you with the information you require to consider whether to enter into a contract for us to provide our services. Information relating to an inquirer or a quote or call back request will be retained in line with our data retention policy.

People who use Cambion Electronics Ltd services

We have to hold the details of the people who have requested the service in order to provide it. This is a contractual obligation however we will only ask for the information that is necessary for the performance of the contract and we will only use the details given for this purpose, we will retain this information in line with our data retention policy. Information relating to customers' orders will also be retained in line with our data retention policy. This enables us to easily provide any appropriate related services such as supplying repeat business, spares or replacement parts. Upon completion of a purchase, we retain Sales transaction details for accounting purposes. This information is retained for six (6) years from the end of the financial year it relates to, to enable us to meet our financial and accounting requirements.

Job applicants, current, and former Cambion Electronics Ltd employees

When individuals apply to work at Cambion Electronics Ltd, we will only use the information they supply to us to process their application and not for any other purpose. It is necessary for us to collect and use this information as part of our recruitment process before offering individuals an employment contract. We may pass that information to our recruitment consultants for the purposes of processing the application(s) on our behalf. However, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep the information secure and not to use it for their own direct purposes. Where we want to disclose information to other third parties, for example where we want to take up a reference or obtain a 'disclosure' from the Authorities we do so on the basis that this is in our legitimate interests to protect our customers and our company's reputation. If an individual is unsuccessful in their application, we will hold their details on file for one (1) year in accordance with our data retention policy.

Once a person has taken up employment with Cambion Electronics Ltd, we will compile a file relating to their employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's employment. It is a contractual obligation that the individual provides this information however we will only ask for the information that is necessary for the performance of the contract and we will only use the details given for this purpose. Once their employment with Cambion Electronics Ltd has ended, we will retain the file in accordance with the requirements of our retention policy. Our policy is to keep all information relating to employees' pay for six (6) years after the end of the tax year it relates to. Employment records not relating to pay are held for six (6) years after the individual leaves our employment. After this time we will retain a permanent Employment Summary on file noting basic details of dates employed and reason for leaving our employment. This will be retained for the remainder of the individual's working lifetime; it is in our legitimate interests to retain this information for the purpose of considering whether or not to re-employ an individual or against any future industrial injury claims.

Your Rights

GDPR creates 8 new rights for individuals which are as follows:

- Right to be informed
- Right of access
 - Where you seek to exercise this right we must verify your identity before we can process your request.
 - We will not charge a fee for responding to requests unless they are deemed unfounded or excessive.
 - We will respond to all requests within 1 month of the date of receiving the request.
 - Where we refuse to respond to a request we will explain why. We will let you know without undue delay and at the latest within 1 month of the request.
- Right to rectification

We will tell you what information we are collecting and what we are using it for in our Privacy Policy. You can request a copy of the information we hold on you and we will provide this if we can. The following point applies:

If your data is inaccurate, we will correct this.

- Right to erasure

In certain circumstances, you can ask us to delete your data.

- Right to restrict processing

In certain circumstances, you can temporarily ask us to stop using your data.

- Right to data portability

You have the right to obtain your data in an easily accessible format to take this elsewhere and we will provide this.

- Right to object

You can object to your data being used for direct marketing or research purposes. Where there is no other reason for us to hold your data, we will delete it from our systems if you object to receiving this type of communication.

- Rights relating to automated decision-making including profiling

Automated decision-making and profiling is restricted under GDPR. We do not undertake any decision-making using these types of processes.

Who has access to your information?

We will not sell or rent your information to third parties.

Third Party Service Providers working on our behalf: We may pass your information to our third-party service providers, agents, subcontractors and other associated organisations for the purpose of performing a contract we have agreed with you, identifying and communicating with you, responding to your requests or enquiries, and improving our services.

However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

We may also pass your information to governmental or regulatory bodies where a legal obligation arises.

Communications

With your consent, we may use your personal information to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send.

Data storage, transfer and security

Cambion Electronics Ltd takes security seriously. We take various steps to protect information you provide to us from loss, misuse, and unauthorized access or disclosure. These steps take into account the sensitivity of the information we collect, process and store, and the current state of technology.

Cambion Electronics Ltd hosts data with hosting service providers within the EEA. The servers on which Personal Information is stored are kept in a controlled environment. While we take reasonable efforts to guard your Personal Information, no security system is impenetrable and due to the inherent nature of the Internet as an open global communications vehicle, we cannot guarantee that information, during transmission through the Internet or while stored on our systems or otherwise in our care, will be absolutely safe from intrusion by others, such as hackers. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. If you submit Personal Information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any website you visit.

Complaints or queries

Cambion Electronics Ltd tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

If you believe we have processed your personal data in a way that does not comply with GDPR, we ask that in the first instance you contact us directly. Under GDPR you also have a right to make a complaint to the Information Commissioner's Office (ICO) or other relevant supervisory body.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Cambion Electronics Ltd' collection and use of personal information. However, we are happy to provide any additional information or explanation needed.

How to contact us

If you want to request information about our privacy policy, you can email us at info@cambion.com or write to: The Company Secretary. Cambion Electronics Limited, Mill Lane, Castleton, Hope Valley, Derbyshire, S33 8WR