

DATA PRIVACY NOTICE

Smart Electrics Group

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Smart Electrics Group is the data controller (contact details below). This means we decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

Smart Electrics Group complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide quotations for products and services you have requested from us.
- For invoicing purposes.
- To maintain our own accounts and records.
- To inform you of appointments.
- To share your name and address only with our approved suppliers to arrange delivery of goods required to carry out the contracted works at your address.

4. What is the legal basis for processing your personal data?

Your data is processed on the basis of contract as the information is required to enable us to provide you with quotations, carry out contracted works and liaise with you over future requirements, as such your right to object will not apply.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and we will only share minimal data with third parties to enable delivery of required items as agreed for the contracted job or if you have asked us to share your details with one of our colleagues.

6. How long do we keep your personal data?

We keep data indefinitely as this enables us to refer back to previous work completed unless you request that we remove your information from our database.

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 your personal data which Smart Electrics Group holds about you;
- The right to request that Smart Electrics Group corrects 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 for Smart Electrics Group to retain such data;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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 lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Alastair Toal, TMIET at Smart Electrics Group, 29 Highland Drive, Oakley Basingstoke, Hampshire, RG23 7LF.

For further information you can contact the Information Commissioners Office on 0303 123 1113 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.