

Privacy Notice

This privacy notice details how personal information is managed at Lordgate Engineering Ltd in accordance with the new General Data Protection Regulation (GDPR). The GDPR legislation takes effect on 25th May 2018.

Under the GDPR Lordgate Engineering acts as a Data Controller for Personal Data that has been provided to Lordgate by you or by the business you represent.

This notice intends to provide you with an understanding of how Lordgate Engineering approach the management of Personal Data.

Collection of Personal Data

Lordgate Engineering is an independent Design, Engineering and Manufacturing company that prides itself on business relationships. In order to maintain and grow these relationships it is necessary to communicate with a range of individuals throughout the companies that Lordgate work with.

For the purposes of communication with our customers and supply chain the following personal information is requested for individuals involved with our business relationships:

- Full Name
- Email address
- Business address
- Business telephone number/s

Usage of Personal Data

The Personal Data described above is held on a Lordgate Engineering operated server. Server backups are made to encrypted hard drives to maintain data security.

To enable communication using mobile technology, Personal Data may be transferred to laptops and mobile phones. All company owned laptops and mobile phones are pass code protected to maintain data security.

Lordgate Engineering do not share or distribute any Personal Data that is provided to us. The Personal Data detailed above, as provided by individuals representing Lordgate Engineering's customer base or supply chain, will not be subject to further processing.

The Personal Data provided to Lordgate Engineering will be used solely for the communication of matters relating to the business conducted between Lordgate Engineering and the company that you represent.

Personal Data shall be erased either upon your request, or when it is determined that the information is no longer required for the maintenance of business relationships.

Accuracy of Personal Data

Lordgate Engineering will take reasonable steps to ensure that all Personal Data held is accurate.

If you are aware of a change that needs to be made to the information we hold please inform us and we will update the information.

The Rights of Data Subjects

As Data Subjects the GDPR provides certain rights to protect Personal Data, these include the right to:

- Request access to any Personal Data held by Lordgate Engineering
- Prevent the processing of your Personal Data for direct-marketing purposes
- Ask to have inaccurate Personal Data amended
- Prevent processing that is likely to cause damage or distress to you or anyone else
- Have your Personal Data erased
- Object to automated processing or profiling which produces legal effects
- Receive Personal Data held about you in a commonly used, machine readable format

Consent

All Personal Data held by Lordgate Engineering has been provided to us to facilitate the maintenance of business relationships.

No further action is required to confirm consent for Lordgate Engineering to hold the Personal Data detailed above.

If you wish to have your Personal Data erased please contact us.

Contact

Any communication relating to this privacy notice, or to access/erase personal data should be directed to dataprotection@lordgate.com