



## Privacy Policy

### 1. Who we are

Part of the Arcum group of Companies, Inelco Hunter Ltd is a specialist UK supplier and engineering company, offering a broad range of electronic components, displays, printers, fans, ESD protection & tailored solutions from world class manufacturers.

Registered office: Unit 3 Theale Technology Centre, Station Road, Theale, Berkshire, RG7 4AA.

Company number: 02818893 (England and Wales)

Our Data Protection Officer is Maria Lloyd and can be contacted at our registered office or on the details below

- Email: [maria.lloyd@inelcohunter.co.uk](mailto:maria.lloyd@inelcohunter.co.uk)
- Tel. Number: 01189 166 912

### 2. Our commitment to data protection

This Privacy Policy explains how we lawfully, fairly and transparently use any personal information we collect about you when you engage with Inelco Hunter.

We are registered as a Data Controller with the Information Commissioner's Office and we will only use your data in accordance with prevailing data protection legislation.

### 3. How we collect information on you

We are required to collect/process your contact details including full name, email address and phone number in order to fulfill our contractual obligations.

This information will either be provided by you through an enquiry and ongoing account use, or it will be provided to us by or on behalf of your employer.

Website usage information may be collected using cookies, as detailed further below.

We may also collect any personal information that you provide to us voluntarily, for example, by contacting us by email or by phone.

Information available in the public domain can also be obtained where there is a clear commercial reason for doing so. This is not retained by us unless a clear trading relationship is development.

### 4. What do we need your personal data for?



Inelco Hunter is responsible for taking customer enquiries, liaising with the customers engineering and design teams, processing customer orders and shipping goods. As such, we need to store information required for us to undertake these tasks, which will include information relating to personnel who are involved in administering their employer's requirements.

We will process your data where we have a legitimate interest in doing so, for example to monitor and improve our services, to investigate an actual or potential breach of our terms and conditions, to facilitate continuity of our services and to protect our rights and property or those of other parties.

We will process your data where we have a legal obligation to do so, for example in respect of a fraud investigation or a request from HMRC.

We may use your information to market other business-to-business services to your employer in accordance with prevailing legislation. Consent is not required in advance for business-to-business marketing, but we will provide clear unsubscribe facilities. Any marketing will be relevant and proportionate.

## 5. Disclosure

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

We may share your information with your active employer in order to ensure and maintain the accuracy of our respective records and ensure that we deliver our service efficiently.

We may share your information with our suppliers where it is necessary to fulfill our contractual obligations.

In all cases we will not share any of your personal information with any third party without your permission unless:

- a) We suspect any form of illegal behaviour
- b) It is necessary by law, regulation or legal proceedings
- c) It is required to enforce our Terms and Conditions
- d) We consider it necessary action to protect the property, rights or safety of Inelco Hunter Ltd or any other party
- e) The third party is acting in a professional capacity, for example as an auditor or appointed data processor and has suitable confidentiality and privacy measures in place.

## 6. Retention period

We will process personal data for the duration of any contractual relationship between ourselves.



Legal documents are required to be kept for a minimum of 7 years under HMRC legislation. We are required to keep all documentation associated with and directly relating to financial transactions that have occurred. After the 7 year compulsory period has elapsed we will safely destroy these records using carefully chosen confidential waste disposal companies.

## 7. Cookies

Our website uses cookies to store information about your site usage. A cookie is a small text file that is sent to your browser from a web server and then stored on your hard drive. Cookies enable us to recognise your computer and record information from your site visits to the site, such as your preferred settings. This saves you having to re-enter the same data each time you use the site and allows us to provide you with a more customized experience.

We may also use cookies and analytical software to collect anonymous data for internal research purposes and to compile statistical reports on website activity.

Most internet browsers accept cookies by default; however you can usually change your browser settings to reject cookies. If you choose not to receive our cookies you will not be able to receive any personalized features and you may not be able to benefit from all our services.

## 8. Data Subject's rights

As a data subject, you are entitled to following rights:

- Right of access – you have the right to request a copy of the information that we hold about you;
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete;
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records;
- Right to restriction of processing – where certain conditions apply, you have a right to restrict the processing;
- Right of portability – you have the right to have the data we hold about you transferred to another organisation;
- Right to object – you have the right to object to certain types of processing such as direct marketing;

## 9. Privacy Statement

In this section, we will further inform you about how and why we use your personal data.

- Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

- How we use your personal data?



We will collect, use and securely store the personal data you provide in a manner compliant with the EU's General Data Protection Regulation (GDPR). We will strive to keep your information accurate and up to date, and not keep it for longer than is necessary.

We are required to retain information in accordance with the law, such as information needed for income tax and audit purposes.

How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

- Why do we need to collect and store your data?

In order to provide you with our services we need to collect personal data for correspondence. We are always committed to ensuring that the information we collect is appropriate for this purpose, and does not constitute an invasion of your privacy.

- Are we sharing your personal data with third-party service providers?

We do not share your personal data with third-party service providers we are in contract with while dealing with you unless this directly relates to the service that we are providing.

Unless we are legally obliged to do otherwise, we will always contact you for your consent, regarding sharing your sensitive personal data to third parties.

- Can you find out what personal data we hold about you?

You are entitled to know what information we hold about you, therefore, we will at your request confirm what personal data we hold and how it is processed.

- What are you entitled to request if we hold your personal data?

If we hold any personal data about you, you can request following:

- Information about the purpose of the processing as well as the legal basis for processing;
- Information about the legitimate interests we are using as lawful bases for processing Information about categories of personal data collected, stored and processed;
- Information about any third-person service providers we disclosed/planning to disclose your personal data to;
- Information about safeguards we have provided for transferring your personal data to a third country;
- Information about how long we plan to keep your data;
- Information about the source of the data (if you are not sure data was collected directly from you)
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

- What form of ID will you need to provide when requesting facilitation of your rights?

We accept the following forms of ID: Passport or Driving license