



Data Processing Notice

For data collected and processed by Alderholt Technology Ltd

(Version 4.00 – 23 March 2021)

Alderholt Technology Ltd is registered in England Wales 09846416 · VAT Registration GB 240 1076 57
16a The Courtyard, Dean Hill Park, SALISBURY, SP5 1ET, United Kingdom

www.alderholt-technology.co.uk [+44 \(0\)1425 207 000](tel:+441425207000) hello@alderholt-technology.co.uk

Data Processing

We are a commercial business that supplies and installs connected technology. To operate our business effectively we may collect, process, retain and share your personal information.

Collecting

What We Collect

We may collect, process and share the following about you:

- + Your name(s);
- + Your email address(es);
- + Your telephone number(s);
- + Where you live and work;
- + Your job role(s) or equivalent;
- + Your IP address;

Where We Collect From

We may collect your personal information from:

- + Information that you or somebody else gives us;
- + Websites, advertisements or other publicly available sources;
- + Reputable providers of targeted marketing data;

Processing

We may only process your personal information when there is a legal basis to do so under the General Data Protection Regulations.

Legitimate Interest

We may process your personal information when we reasonably believe that a commercial opportunity might arise.

This might happen if, for example, you have contacted us or we have identified you through directed marketing data.

Performance of Contract

We will have contractual obligations whenever a quotation is issued or goods and services are supplied.

When either happens, we will need to process your personal information in order to meet our contractual obligations to you.

Legal Obligation

As a Limited Company registered in England and Wales, we have a legal obligation to retain certain company records.

We will need to process your personal information in order to meet those legal obligations.

Retaining

We will retain your personal information for as long as we reasonably need to. The length of time we retain your personal information will vary according to the purpose for which it was collected and whether there is already a business relationship.

As a guide only, these are the standard lengths of time we will retain your personal information:

- + For directed marketing campaigns - Up to four calendar months after the start of the directed marketing campaign;
- + For business enquiries – Up to four calendar months after you last communicated with us;
- + For quotations and invoices – Up to seven calendar years after the quotation or invoice date;

Emails and Attachments

As standard, we retain emails and their attachments for up to seven calendar years after the email date.

Documents and Other Media

We retain documentation and media that we are permitted to for as long as it is useful to us.

Sharing

We may share your personal information when it is reasonable to and you would expect us to.

We will share your personal information when we are required to by law.

Your Rights

Information and Objections

You have a right to know what personal information we store about you and ask for errors to be corrected.

You also have a right to object to how we process your personal information.

To contact us about your personal information please send an email to:

hello@alderholt-technology.co.uk

Complaints

You have a right to complain to the Information Commissioner's Office about how we process your personal information. For more information visit:

<https://ico.org.uk/make-a-complaint/>

About Us

Company Registration

Alderholt Technology Ltd is registered in England and Wales with a Company Registration Number of: 09846416

Registered Address and Postal Address

Alderholt Technology Ltd
16a The Courtyard
Golf Course Lane
Dean Hill Park
SP5 1ET

Contact Information

hello@alderholt-technology.co.uk

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