



<http://www.tecbridgecircuits.co.uk>

Tecbridge Ltd and Tecbridge Circuits - GDPR and Privacy Policy Notice.

This document concerns private information collected and stored by Tecbridge Ltd and Tecbridge Circuits, a trading name of Tecbridge Limited from its customers, suppliers and professional service providers. We only collect basic personal data comprising name, email addresses, phone numbers and who employs you. Personal data is data related to an identifiable individual and not to the Company or Organisation they represent.

Why we need your data

We need to collect this data to be able to process customer orders for products and services provided by Tecbridge and to comply with legal requirements to retain details of financial transactions.

Our dominant business is relationship based and our customers typically place repeat orders for products or services many times and on trade credit terms. We need to be able to contact customers to discuss their orders in order to provide a high quality efficient and responsive service without the need to repeatedly input and process the same contact information.

From time to time we need to send important information concerning our holidays, those of our key suppliers or major changes in the marketplace which are likely to impact our business with you (for example changes in exchange rates which affect the prices of our products and services). We may also need to contact you to invite you to subscribe to new information services we may provide in the future, for instance a technical blog which offers technical advice in the preparation of electronic and PCB designs.

How we store your personal data.

Personal data is held in encrypted databases with blue-chip service providers within the EU and also held in backups at our own premises with 24 hr surveillance. The principal communications channel used by our customers and suppliers is unencrypted email and we are not able to protect personal information sent by these means.

What we won't do with your data.

We do not share personal data with third parties except as is necessary to fulfil orders for products or services purchased from us. We may share personal data with our trusted providers of professional services for example book-keepers, accountants and legal advisers or where it is necessary for you to interact directly with a partner business to successfully execute an order. We never sell or release bulk private data to any outside organisations.

How long we keep your data

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years following any financial transaction after which time it will be destroyed. If you have agreed to receive information circulars we will keep basic contact information until you notify us that you no longer wish to receive this information.

What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated using any of our published communications channels.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>