



## **CAPEX PROCUREMENT LTD: General & Website privacy policy**

Capex Procurement Ltd take your privacy very seriously therefore we urge you to read this policy very carefully because it contains important information about:

- who we are,
- how and why we collect, store, use and share personal information,
- your rights in relation to your personal information, and
- how to contact us in the event that you have a complaint.

### **Who we are**

Capex Procurement Ltd ('we' or 'us') collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data protection Regulations which apply across the European Union (including the United Kingdom).

### **The personal information we collect and use**

#### **a) Personal information you provide about third parties**

If you give us information about another person, you confirm that the other person has been appointed by you to act on their behalf and agreed that you:

- shall consent on their behalf to the processing of their personal data;
- shall receive any data protection notices on their behalf; and
- shall consent on their behalf to the transfer of their personal data abroad.

### **How we use your personal information**

We collect information for the following purposes:

- To contact you about enquiries you made and to follow these enquiries up.
- Any potential contract work or agreements between you and Capex Procurement.

### **Who your information may be shared with**

We may share your information with:

Law enforcement agencies in connection with any investigation to help prevent unlawful activity

We will not share your personal information with any other 3rd parties.

### **Whether personal information must be provided by you, and if so why**

No personal information needs to be provided by you to us at any time.



## **Reasons we can collect and use your personal information**

We rely on the following as the lawful basis on which we collect and use your personal information:

Any potential contract work or agreements between you and Capex Procurement.

To ensure we meet our legal obligations with regard to storing and using personal data in compliance with the GDPR regulations.

## **Keeping your information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We will also use technological and organisation measures to keep your information secure, including password protection to access systems as required.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Indeed, while we will use all reasonable efforts to secure your personal data, in using our website you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

[admin@capex-procurement.co.uk](mailto:admin@capex-procurement.co.uk)

## **Transfers of your information out of the EEA**

We will not transfer your personal information outside of the EEA at any time.

## **What rights do you have?**

Under the General Data Protection Regulation, you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold



- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individual's rights under the General Data Protection Regulations (<http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>)

If you would like to exercise any of these rights please:

- email, call or write to us
- let us have enough information to identify you
- let us have proof of your identity (a copy of your driving license, passport or a recent credit card/utility bill)
- let us know the information to which your request relates

We only collect information for the purposes to contact you about enquiries you made and to follow these enquiries up. Capex Procurement will not send you any direct unsolicited marketing requests.

### **How to complain**

We hope that we can resolve any query or concern you raise about our use of your information. Please contact us using the details below.

### **Changes to the privacy policy**

This privacy policy was published on 01/08/2018 and last updated on 01/08/2018.

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website.



## **Contacting us**

If you have any questions about this policy or the information we hold about you, please contact us by:

e-mail: [admin@capex-procurement.co.uk](mailto:admin@capex-procurement.co.uk)

post:

Capex Procurement Ltd

49 Vernon Drive, Market Drayton, Shropshire, TF9 3UW.