



GI Systems Ltd
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Registered in England
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PRIVACY NOTICE

Introduction & Our Details

GI Systems is a limited company incorporated in England & Wales. For data protection purposes we are the 'data controller' of the personal data that you give us.

GI Systems Ltd is a sales representation company, providing sales and technical support to businesses in the United Kingdom that use, or potentially use process instrumentation, systems and data acquisition solutions from its partners.

Our address is: 1 The Old Stables, Eridge Park, Tunbridge Wells, TN3 9JT

Our contact details are: info@gismtt.com

Our Commitment to You

We are committed to protecting your privacy and to complying with the data protection laws in the UK. In consequence, we collect the minimum amount of information about you that is commensurate with providing you with a satisfactory service.

What is the purpose and legal basis for us to collect and process your personal data?

The main purpose is to identify our customers to enable us to deliver to you the goods or services that you buy from us and to provide you with any follow-up support that is required in performance of a contract.

We also have to retain records of all our transactions for legal tax and accounting reasons.

What personal data will be collected and processed?

Name
Job Title
Business Address
Business Email (or personal, if disclosed to us for business use)
Business Telephone (or personal, if disclosed to us for business use)
Mobile Telephone (if disclosed to us for business use)

We collect information in the following ways: -

Emails
Letters
Telephone
Face to Face
Exhibition / Conference Contacts

In addition, so long as you freely give us your consent, we may send you by **email**, newsletters and information concerning our products and activities including special offers and details of new products.

Who will receive your personal data?

We will receive your personal data by email or through our website. We do not store your personal data on our website.

Data concerning your credit/debit card payments is processed by 'Worldpay' on a secure website linked to ours and they have their own privacy policy that you should read.

www.worldpay.com/uk/comprehensive-privacy-policy

Sometimes we use selected third parties to provide support services in connection with normal course of business. These parties may, from time to time have access to your information to enable them to provide services to us.

GI Systems Ltd will never disclose, share or sell your data without your consent, other than for the purposes specified in this notice or where it is a legal requirement.

The server of Our website is located on a server in the UK, and all server and website backups are kept within the UK.

We do not give anyone else access to personal data unless we are required to by law or the access is for our own team performing their services for our website, all of whom are subject to confidentiality obligations. If we wish to process your personal data for purposes other than those specified in this notice, we will notify you with relevant information and, if necessary, seek your consent.

We may from time to time provide information of a general nature to third parties - for example, the number of individuals visiting our website, buying particular products or completing an enquiry form, but this information will be anonymized so that those individuals cannot be identified (*except in the case of testimonials on our website where the individual has given consent*).

How long will we keep your personal data?

Once you are no longer a customer, we will retain your personal information for a reasonable period, or as otherwise allowed or required by law.

What are your rights?

You have the right to:

- ask us in writing for details of the personal data that we hold on you
- require us to rectify any errors
- have your personal data deleted if there is no reason for its continued storage and processing
- lodge a complaint about the data controller with the ICO (Information Commissioner's Office).

Further details about your rights under data protection legislation can be found on the ICO's website at <https://ico.org.uk/>.

Cookies

Your internet browser has the in-built facility for storing small files- "cookies" - that hold information which allows a website to recognise your account. Our website takes advantage of this facility to enhance your experience. You can prevent your computer from accepting cookies but, if you do, certain functionality on the website may be impaired.

Changes to this Privacy Notice

Any changes to this Notice will be placed here and will supersede this version. We will take reasonable steps to draw your attention to any changes in our policy. However, to be on the safe side, we suggest that you read this document each time you use the website to ensure that it still meets with your approval.

Safeguarding Measures

GI Systems Ltd takes your privacy very seriously and we take every reasonable measure and precaution to protect and secure your personal data. We endeavor to protect your data from unauthorised access, alteration, disclosure or destruction.

Consequences of Not Providing Your Data

You are not obliged to provide your personal data, however the information is required to provide you with products and services, for legitimate interests, we may not be able to effectively provide products and services without this information.

How to Contact Us

If you have any questions about our Privacy Policy, or if you want to know what information we have collected about you, please email us at info@gismtt.com