
Satec Service Limited

Unit 1, Cinderhill Industrial Estate, Weston Coyney Road,
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E-mail: service@satec.co.uk
Website: www.satec.co.uk



1. Privacy Statement

In this section, we will 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 store your personnel information in order for us to process the purchases of one of our services, whether this be a design build project or a service contract. We will also inform you of any new services we think you may be interested in. The personal data you provide will be used 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 design build projects or service contracts, we need to collect personal data for general correspondence, invoicing and project coherence. 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.

We will reach out to you for additional consent, should we plan to contact you for marketing purposes.

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

We share your personal data with third-party service providers we are in contract with while dealing with you.

Any third-party service provider that we may share your data with is obliged to keep your personal data securely, and to use them only to fulfil the service they provide on our behalf [Credit services]. When they no longer need your data to fulfil this service, they will dispose of the details in line with our retention procedures.

Registered Office:
Satec Service Ltd, Unit 5 Wokingham Commercial Centre, Molly Millars Lane,
Wokingham, Berkshire, RG41 2RF – U.K.
Registered in England No. 7903824
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Certificate Number 4814
ISO 9001: 2008



Unless we are legally obliged to do otherwise, we will always reach out to 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 picture driving licence
- Contact details of the Personal Data Manager

	Personal Data Manager
Contact Name:	Kath Griffiths
Address line 1:	Unit 1 Cinderhill Industrial Estate
Address line 2:	Western Coyney Road
Address line 3:	Longton
Address line 4:	Stoke on Trent
Address line 5:	Staffs
Email:	Kath.griffiths@satec.co.uk
Telephone:	01782 330420