



**Techniquip** Limited,  
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## **GDPR - Your Personal Data:**

### **What we need**

Techniquip Ltd will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include Contact name, business address, email etc.

### **Why we need it.**

We need to know your basic personal data in order to provide you with order confirmations, quotations and technical assistance. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

### **What we do with it**

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on PC's at our offices in Taunton UK. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

### **How long we keep it**

We are required under UK tax law to keep your basic personal data (name, business address and contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

### **What we would also like to do with it**

We would however like to use your name and email address to inform you of our future offers and similar products. This information is not shared with third purposes and you can unsubscribe at any time via phone, email or our website.

### **What are your rights?**

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

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 (ICO).

Our Data Protection Officer is M Bennett and you can contact them at [malcolm@techniquip.co.uk](mailto:malcolm@techniquip.co.uk)

[Privacy policy](#): We guarantee the confidentiality of the entered data that is treated in compliance with current legislation.