

PRIVACY POLICY STATEMENT

Introduction

NEXTEC ENGINEERING LTD. recognises that it is responsible for protecting personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

NEXTEC ENGINEERING LTD. provides the following Privacy Notice:

Personal Data

NEXTEC ENGINEERING LTD. uses the information collected from you to provide quotations, make telephone contact and to email you marketing information which NEXTEC ENGINEERING LTD. believes may be of interest to you. In you making initial contact you consent to NEXTEC ENGINEERING LTD. maintaining a marketing dialogue with you until you either opt out (which you can do at any stage) or we decide to desist in promoting our services.

Any information NEXTEC ENGINEERING LTD. holds about you and/or your business encompasses all the details we hold about you and any sales transactions including any third-party information we have obtained about you from public sources and our own suppliers such as credit referencing agencies.

NEXTEC ENGINEERING LTD. will only collect the information needed so that it can provide you with consulting services or to fulfil a contract formed by any application or order, NEXTEC ENGINEERING LTD. does not sell or broker your data, although coincidentally there may be times when your information could be contained in data that NEXTEC ENGINEERING LTD. has purchased from a third-party list broker.

Legal Basis for Processing any Personal Data

To meet NEXTEC ENGINEERING LTDs' contractual obligations to clients and to also respond to marketing enquiries.

Legitimate Interests Pursued by Nextec Engineering Ltd.

To market the services and/or products offered by NEXTEC ENGINEERING LTD.

Consent

Through agreeing to this policy, you are consenting to NEXTEC ENGINEERING LTD. processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing or writing to us, see last section for full contact details.

Disclosure

NEXTEC ENGINEERING LTD. does not broker or pass on information gained from your engagement without your consent. However, NEXTEC ENGINEERING LTD. may disclose your Personal Information to meet legal obligations, regulations, valid governmental requests or where it is required to do so to fulfil a contract. These disclosures may include Awarding Bodies, Central and Local Government, Enforcement bodies, Consumer

Protection bodies, other scheme operators, Other certification bodies, Scheme owners or Law enforcement agencies. Either of these third parties may also enforce their own Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property, or safety of NEXTEC ENGINEERING LTD., its clients and/or the wider community.

Retention Policy

NEXTEC ENGINEERING LTD. will process personal data during the duration of any contract and will continue to store only the personal data needed for as long as is necessary for the processing purpose(s) for which the information was collected, and any other permissible, related purpose or as required by legal or regulatory obligations. When Personal Data is no longer needed, we either irreversibly anonymise the data (in which case we may further retain and use the anonymised information) or securely destroy the data.

Data Storage

Data is held in the United Kingdom using different (multiple) servers. NEXTEC ENGINEERING LTD. does not store personal data outside the EEA.

Your Rights as a Data Subject

At any point whilst NEXTEC ENGINEERING LTD. is in possession of or processing your personal data, all data subjects have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

NEXTEC ENGINEERING LTD., at your request, can confirm what information it holds about you and how it is processed.

You may request the following information

- Identity and the contact details of the person or organisation (NEXTEC ENGINEERING LTD.) that has determined how and why to process your data.
- Contact details of the Data Protection Officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of NEXTEC ENGINEERING LTD. or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't 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.

To access what personal data is held please contact us directly as detailed within.

Complaints

In the event you wish to make a complaint about how your personal data is being processed by NEXTEC ENGINEERING LTD., you have the right to complain. If you do not get a response within 30 days you can complain to the Data Protection Regulator.

The details for each of these contacts are:

Managing Director. Nextec Engineering Ltd., 401 Metal Box Factory, 30 Great Guildford Street, London, SE1 0HS, email office@nextec.engineering

Data Protection Regulator

The Information Commissioner's Office <http://ico.org.uk>

Signed:



Date: **06/03/2020**

M Osei-Baffoe

(Managing Director)