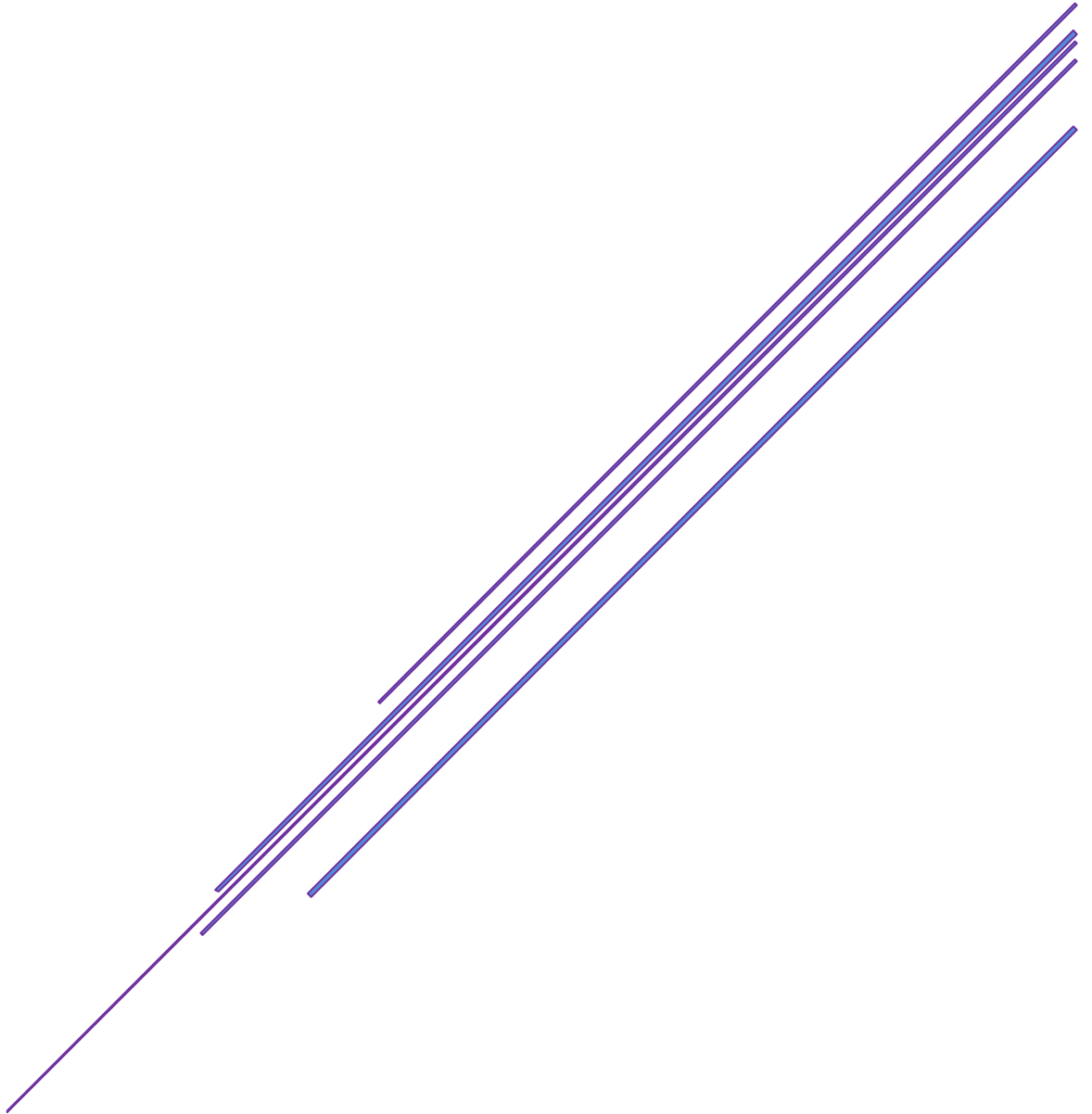




SUN Automation Group

Privacy Policy



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Introduction

This revision of the SUN Automation Group Privacy Policy relates to the General Data Protection Regulation (GDPR) which came into force in May 2018.

Data held by SUN Automation Group

We hold data about customers, potential customers, our employees and from our website as follows:

Customer and potential customer data

- Contact name.
- Contact address.
- Contact telephone number (mobile and landline).
- Contact fax number.
- Contact email address.
- Contract details (where appropriate).

Employee data

- Employee name.
- Employee address.
- Employee National Insurance Number.
- Passport details.
- Employee bank details.
- Employee emergency contact details.
- Data for company insurance policy.

Website data

- Internet Protocol (IP) Address.
- Cookie data.
- Request For Quote – Customer and potential customer data.

What we use the data for

Customer and potential customer data

- Contact name to address customers, or potential customers directly.
- Contact address to address customers, or potential customers directly.
- Contact telephone number (cell and landline) to address customers, or potential customers directly.
- Contact fax number to address customers, or potential customers directly.
- Contact email address to address customers, or potential customers directly.
- Contract details (where appropriate) to provide the appropriate goods and services to our customers.

Employee data

- Employee name.
- Employee address.
- Employee National Insurance Number.
- Passport details.
- Employee bank details.
- Employee emergency contact details.
- Data for company insurance policy.

All employee data is held for the purposes of employment, insurance, payment and compliance with tax and pension payments.

Website data

- Internet Protocol (IP) Address - to receive and send information from and to visitors to our website.
- Cookie data. We collect data about visitors to our website and browsing patterns. This data is only used in anonymous form and individuals are not identified.
- Request For Quote – Customer and potential customer name, address, telephone number, fax number and email Address: We only use this data to directly communicate with you.

Storage of data

All data is stored locally within SUN Automation Group or in Cloud services supplied by Microsoft. Data stored locally is held on SUN Automation Group owned equipment.

Sharing of data

SUN Automation Group will only share your data in the following situations:

- We may have to disclose data as instructed by law enforcement agencies.
- We will share your contact details and the details of the products you use across our group of companies to ensure we provide you with the best products and service we can. If you do not want us to do this, please contact: gdpr@sunautomation.com

Other than for the purposes highlighted above SUN Automation Group will not share your details with any other third parties.

Transporting data

When SUN Automation Group transfer data, it is done with secure encrypted connections.

Communicating with you

SUN Automation Group will communicate with you:

- In relation to day to day business.
- To inform you of new or improved products and services offered by SUN Automation Group.
- To inform you of new or improved products and services offered by SUN Automation Group's third parties.

Correction to your data

If the data we hold about you is incorrect then please contact: gdpr@sunautomation.com, stating what the problem is and what correction is required.

Issues or comments on this Privacy Statement

If you have any issues or concerns with this Privacy Statement or the way SUN Automation Group handles data, then please contact: gdpr@sunautomation.com