

DANOR ENGINEERING PRIVACY POLICY

Danor Engineering Ltd is committed to protecting your privacy and security. This policy explains how and why we use your personal data, to ensure you remain informed and in control of your information.

We will never sell your personal data and will only ever share it with organisations we work with where necessary and if its privacy and security are guaranteed.

Any questions you have in relation to this policy or how we use your personal data should be sent to: info@danor-engineering.co.uk or addressed to Danor Engineering Ltd, Unit 2, 465b Hornsey Road, London N19 4DR

1. ABOUT US

Your personal data (i.e. any information which identifies you, or which can be identified as relating to you personally) will be collected and used by Danor Engineering. For the purposes of data protection law Danor Engineering will be the controller.

2. WHAT INFORMATION WE COLLECT

We collect data you provide to us. This includes information you give us when placing an order or communicating with us. For example:

- personal details (name, company name, email, address, telephone number etc)
- financial information (payment informations such as credit/debit card or direct debit details. Please see section 5 on payment security)

We do not collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation)

If an accident occurs on our property, then we will keep a record of this (this may include personal data and sensitive personal data)

3. HOW WE USE INFORMATION

We only ever use your personal data with your consent, or where it is necessary in order to:

- enter into, or perform, a contract with you
- comply with a legal duty
- administrative purposes i.e. to process payments through invoices
- fulfilling orders for goods or services (whether placed online, over the phone or in person)

4. DISCLOSING AND SHARING DATA

We will never sell your personal data. We may share your data with subcontractors or suppliers who provide us with services. For example if you order something from our website or over the phone, your name and address will be shared with the delivery company.

5. HOW WE PROTECT DATA

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to, or use or disclosure of your personal information. Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means). Our staff have a set of data protection procedures which they are required to follow when handling personal data.

Payment security

All electronic forms that request financial data will use Secure Sockets Layer (SSL) protocol to encrypt the data between your browser and our servers.

If you use a credit/debit card to purchase something on-line or over the phone we will pass your credit details securely to our payment provider Barclaycard or World Pay. Danor Engineering Ltd complies with the payment card industry data security standard (PCI-DSS) published by the PCI security Standards Council and will never store card details.

Of course we cannot guarantee the security of your home computer or the internet and any online communications (e.g. information provided by email or our website) are at the owner's own risk.

CCTV

Our premises have CCTV and you may be recorded when you visit them. CCTV is there to help provide security and to protect both you and Danor Engineering. CCTV will only be viewed when necessary (e.g. to detect or prevent crime) and footage is only stored temporarily. Unless it is flagged for review CCTV will be recorded over.

Danor Engineering complies with the Information Commissioner's Office CCTV Code of Practice and we put up notices so you know when CCTV is in use.

6. STORAGE

We will only store information for so long as it is required for the purposes it was collected for. We continually review what information we hold and delete what is no longer required. We never store payment information.

7. KEEPING YOU IN CONTROL

We want to ensure you remain in control of your personal data. You have:

- the right to confirmation as to whether or not we have your personal data and if we do, to obtain a copy of the personal information we hold (this is known as subject access request)
- the right to have inaccurate data rectified

Please keep in my mind there are exceptions to the information above and though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

8. COOKIES

Our website uses local storage (such as cookies) to provide you with the best possible experience and to allow you to make use of certain functionality (such as being able to shop on-line).

9. CHANGES TO THIS PRIVACY POLICY

We'll amend this Privacy Policy from time to time to ensure it remains up-to-date and accurately reflects how and why we use your personal data. the current version of our Privacy Policy will always be posted on our website.

This Privacy Policy was last updated on 18.05.2018

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