



## Customer Data Privacy Notice

### What information do we collect about you?

When we do business with you including business meetings and email communications from you regarding projects or potential projects, and meeting you at exhibitions, we will collect data which you provide to us via your business card or email signature.

The personal details we collect are limited to your name, company name, email address and telephone number.

### How do I get my personal details deleted?

We will keep your data on an ongoing basis if we have done business with you and up-to five years if we have not. However, if at any time you wish to stop receiving communications from us, simply email [info@Vision4ce.com](mailto:info@Vision4ce.com) or write to us at Vision4ce, Unit 4, Wokingham Commercial Centre, Molly Millars Lane, Wokingham, RG41 2RF, UK. Alternatively, you can click on the unsubscribe link that appears in each of our company emails.

### How do we use the information about you?

We use your personal details to send out product and technology updates from Vision4ce from time to time.

We use the services of MailChimp for storing our mailing list and sending out email updates. They only use your information to perform the services that we have specified them to do.

Your information is not shared with anyone else.

Vision4ce is the data controller and our design agency Cream Design is the data processor.

We do not use automated decision making.

Please note: If your email update cannot be delivered by MailChimp (for example because your mailbox is full or unavailable), MailChimp may automatically remove your details from our email database which means you will no longer receive our email updates. Vision4ce do not accept any responsibility or liability for this.

### Lawful basis for data processing

The lawful basis under which Vision4ce processes your data is Legitimate Interest.

### What are your rights?

In line with the General Data Protection Regulation (GDPR), the following rights exist for each data subject: Right to be Informed, Right of access, Right to rectification, Right to erasure, Right to restrict processing, Right to data portability, Right to object, Rights related to automated decision making including profiling.

If you wish to see the information that we have collected about you, please contact us [info@vision4ce.com](mailto:info@vision4ce.com). The information will be sent to you within 30 days.



If you wish to amend the personal detail's we have collected about you, or rectify an error, please contact us [info@vision4ce.com](mailto:info@vision4ce.com). We will respond to your request within 30 days explaining what action we have taken.

## **How to contact us**

We are always happy to help and answer any questions you may have about our Privacy Policy. Simply email [info@vision4ce.com](mailto:info@vision4ce.com) or write to us at Vision4ce, Unit 4, Wokingham Commercial Centre, Molly Millars Lane, Wokingham, RG41 2RF, UK.

## **How to make a complaint**

If you have concerns about our Data Protection Practices, please contact us in the first instance via email to [info@vision4ce.com](mailto:info@vision4ce.com) or write to us at Vision4ce, Unit 4, Wokingham Commercial Centre, Molly Millars Lane, Wokingham, RG41 2RF, UK.

Every data subject has the right to lodge a complaint with the supervisory authority which in the UK is the Information Commissioner's Office. They can be contacted via their website.