



Serpecon privacy policy

We aim to respect and process your personal data with due care at all times. The purpose of this policy is for you to get to know the types of Personal Data we collect, why we collect it, and how we use it.

On request, Serpecon will provide further information regarding our handling and protection of your data when visiting our websites or communicating with us through other channels.

Visiting our website

By accessing and browsing the web sites and most other services, we do not require personal identifiable information, unless you have provided any details to us when contacting us through our contact us page.

Types of data

Where you request to receive newsletters, marketing and promotional material, general information or connect with us online, we may (depending on type of contact you request) collect the following personal identifiable information, for example:

- Contact details (e-mail, address, phone, professional title or role), company name
- Where connecting on social platforms, we may also collect information you submit or post to and from our Services.

Collection and Processing of Personal Data.

We only process your personal information where we have legal grounds to do so. Where we require your consent to collect and process your personal data, the request form will be provided in a clear, specific and expressly manner.

If we have asked for your consent, it can be revoked at any time by contacting us and we will not use or process your personal identifiable information any more.

Address 9 Downley Point, Downley Road, North Industrial Estate, Havant, PO92NA
Telephone 02392 483218 **Directors** S. Issitt, N. Fogasova
Sales sales@serpecon.co.uk **Info** info@serpecon.co.uk
Accounts natalia@serpecon.co.uk **Website** www.serpecon.co.uk
Serpecon Ltd Registered Co. No. 2423539 **VAT Registration No.** 547 2710 43
Reg. Office The Straw Barn, Upton End Farm Business Park. Shillington, Beds SG5 3PF





Sharing information

Serpecon never rents or sells your personal identifiable information to other companies or individuals unless we have your consent. We may share such information in any of the following limited circumstances:

- With your consent.
- Trusted businesses or persons for the sole purpose of processing your request on our behalf. Where this occurs, such parties are subject to agreements which require them to process such information only on our instructions and in compliance with this Privacy Policy and appropriate confidentiality and security measures.

Security Measures

We aim to implement appropriate technical and organisational measures to protect your personal data. We restrict access to your personal data to our employees who need to use the information in order to process it on our behalf, and who are contractually required to keep your personal data secure and confidential.

Applying for a Job with us online

if you are applying for job online through our website or any job board we may be advertising on we will use your information to process your application, and safely secure this information on record for any future openings (with your permission)

Updating your info

When we process your personal data, we aim to ensure that it is accurate and up-to-date. We will seek to erase or correct personal data that is inaccurate. If you need to update or correct your information, please contact info@serpecon.co.uk with your request and we will update our records accordingly.

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Retention

We will only retain your personal data for as long as it is necessary to fulfil the purposes outlined in this policy or the purposes of which you have otherwise been informed. We will retain your data for as long as permitted under applicable legal grounds, after which it will be deleted.

If our legal grounds rely on your consent, you may revoke your consent at any time. Where you have exercised your right to withdraw your consent we may be required to keep your personal identifiable information for defined period in order for us to meet our legal obligations and defend ourselves in legal disputes under certain circumstances.

responsibility for these sites, and we encourage you to carefully read the privacy policy of any website you visit.

Your Rights under this Policy

Since we process your Personal Data you can exercise certain rights during specific circumstances. In relation to your Personal data you may request to:

- Access your Personal Data (data subject access request)
- Rectify your Personal Data
- Erase your Personal Data
- Restrict the processing of your Personal Data
- Object to the processing of your Personal Data
- Withdraw your consent

All requests must be by you, and include information on name, address and, preferably, your e-mail address to verify your identity. All valid requests will be dealt immediately.

To make your request, please contact info@serpecon.co.uk

If your request has been denied for the stated reasons, you may file a complaint to the local data protection authorities in the jurisdiction of the office in which the services are being provided.

Changes to this Notice

Serpecon reserves the right to amend this policy from time to time. We expect most such changes to be minor, but there may be changes that are more significant. The date of the last modification is stated at the end of this document.

We will post any changes we make on our website and update you via email. Prior versions of this Privacy Policy will be kept in an archive to view upon request.

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Contact

If you have any additional questions or wish to exercise your rights, please feel free to contact us any time at info@serpecon.co.uk

Version

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Telephone	02392 483218	Directors	S. Issitt, N. Fogasova
Sales	sales@serpecon.co.uk	Info	info@serpecon.co.uk
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