

## **Privacy Notice**

### **Who we are:**

BEKA associates Ltd gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

BEKA's registered office is at Old Charlton Road, Hitchin, Hertfordshire, SG5 2DA and we are an independent British company committed to the design and manufacture of cost effective display instrumentation, mainly for use in hazardous areas.

### **Information that we collect:**

BEKA processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than specified in this notice.

The personal data that we collect is:-

- Name
- Job Title
- Business Address
- Business Email or home email if disclosed to us for business use
- Business Telephone Number or home number if disclosed to us for business use
- Mobile Telephone Number if disclosed to us for business use

We collect information in the below ways: –

- Emails
- Letters
- Telephone
- Face-to-face
- Exhibition contacts

### **The purposes and reasons for processing your personal data:**

- In the performance of a contract
- To provide a product or service and to ensure that orders are completed
- As part of our legal obligation for business accounting and tax purposes
- To send you newsletters, bulletins, new product information
- To answer your enquiries
- To send you documents and other requested items

**Sharing and Disclosing Your Personal Information:**

Sometimes we use selected third parties to provide support services in connection with the normal course of business. These parties may, from time to time, have access to your information to enable them to provide those services to us.

**How We Use Your Personal Data:**

BEKA will never disclose, share or sell your data without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

**Your Rights:**

You have the right to access any personal information that BEKA processes about you.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to or unsubscribe from any direct marketing from us.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data and the data of others, is protected and kept secure.

**Safeguarding Measures:**

BEKA takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place.

**Consequences of Not Providing Your Data:**

You are not obligated to provide your personal information to BEKA, however, as this information is required for us to provide you with our products and for legitimate interests, we may not be able to offer some/all of our products or services without it.