

## PRIVACY POLICY

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

Zone CEE Ltd. Registered in England & Wales. Company No. 01866328. VAT no. 443 5474 46

Our registered address is: 300 Scribes Lane, Hall Green, Birmingham, B28 0TD

### **DATA PROTECTION**

#### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

#### **Who are we?**

Zone CEE is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **How do we process your personal data?**

Zone CEE complies with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To maintain our own accounts and records of all communications, including any sales or purchase orders for the following:
  1. Customers
  2. Prospective customers
  3. Suppliers
- To inform individuals of news, and services of Zone CEE via the following methods:
  1. Email
  2. Telephone
- To operate the Zone CEE web site and deliver the services that individuals have requested.

- **What is the legal basis for processing your personal data?** (Article 6 of GDPR)  
Consent of the data subject. This is so that we can keep you informed about news, and services.
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.
- Processing is necessary for compliance with a legal obligation of keeping records of sales for accounting purposes.

## Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with employees for the fulfillment of a contract (where applicable) and IT service providers who store data on secure servers.

## How long do we keep your personal data?

We keep non-customers personal data for a period of 2 years in case of any legal claims/complaints. We keep customers personal data for as long as necessary to comply with financial regulations (7 years).

## Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Zone CEE holds about you;
- The right to request that Zone CEE corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Zone CEE to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

## Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the

processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries or complaints please contact the Data Protection Officer; Jessica Prinelle at 300 Scribes Lane, Hall Green, Birmingham, B28 0TD or email at [jessica.prinelle@zonecee.co.uk](mailto:jessica.prinelle@zonecee.co.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

### **EXTERNAL LINKS**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.