

GDPR

PRIVACY NOTICE

Who are we?

JEM Fire Pumps Ltd

What personal data we would like to collect from you?

We would like to collect the following personal data:

- Name, business name, business address, office number, e-mail address, site details, site contacts, mobile numbers.

What do we need your personal data for?

The personal data we collect will be used for the following purposes:

- Contractual arrangement
- Legal obligations

Legal basis for processing your personal data

- Contractual arrangement

Disclosure

We will not pass on your personal data to third parties.

Retention period

We will process personal data, as required, and will store the personal data for up to a maximum of 10 years.

Data subject's rights

As a data subject, you are entitled to the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you;
- Right of rectification – you have the right to correct data that we hold about you that is inaccurate or incomplete;
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records;



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- Right to restriction of processing – where certain conditions apply, you have a right to restrict the processing;
- Right of portability – you have the right to have the data we hold about you transferred to another organisation;
- Right to object – you have the right to object to certain types of processing such as direct marketing;
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling;

Right to judicial review: you are authorised to bring a proceeding before a national court if you consider that your rights have been infringed as a result of unlawful processing of your personal data.

Complaints

If you are dissatisfied with the way your personal data is being processed, you can lodge a complaint to our representatives.

If you are dissatisfied with the way your personal data is being processed or how we are handling your complaint, you have the right to directly lodge a complaint with the Supervisory Authority.

Privacy Statement

In this section, we will further inform you about how and why we use your personal data.

- Personal data
Under the EU's General Data Protection Regulation (GDPR), personal data is defined as: "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity to that natural person".
- How we use your personal data?
We will store/use the personal data you provide in a manner compliant with the EU's General Data Protection Regulation (GDPR). We will strive to keep your information accurate and up to date, and not keep it for longer than is necessary.

We are required to retain information in accordance with the law, such as information needed for income tax and audit purposes.

How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.



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- Why do we need to collect and store your data?
In order to provide you with our services, we need to collect personal data for correspondence purposes. We are always committed to ensuring that the information we collect is appropriate for this purpose and does not constitute an invasion of your privacy.

- Are we sharing your personal data with third party service providers?
We do not share your personal data with third-party service providers we are in contact with while dealing with you.

Unless we are legally obliged to do otherwise, we will always reach out to you for your consent regarding sharing your sensitive personal data to third parties.

- Can you find out what personal data we hold about you?
You are entitled to know what information we hold about you, therefore, we will at your request confirm what personal data we hold and how it is processed.

- What are you entitled to request if we hold your personal data?
If we hold any personal data about you, you can request the following:
 - Information about the purpose of the processing as well as the legal basis for processing;
 - Information about categories of personal data collected, stored and processed;
 - Information about any third-person service providers we disclosed/planning to disclose your personal data to;
 - Information about safeguards we have provided for transferring your personal data to a third country;
 - Information about how long we plan to keep your data;
 - Information about the source of the data (if you are not sure data was collected directly from you);
 - Any details and information of automated decision making, such as profiling and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

- What form of ID will you need to provide when requesting facilitation of your rights?
We accept the following forms of ID:
 - Passport
 - Driving Licence
 - Birth Certificate
 - Utility bill etc.



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