



## **Turco Engineering Ltd Privacy Policy – General Public**

This privacy notice explains how we use any personal information we collect about you.

### **What information do we collect about you?**

We collect information about you when you engage us to sell you products and services. This information will relate to your personal circumstances such as name, address, bank details or credit card details.

Information relating to usage of our website is collected using cookies. These are text files placed on your computer to collect standard internet log information and visitor behaviour information. We'll use your information collected from the website to personalise your repeat visits to the site.

### **Information about connected individuals**

We may need to gather personal information about other people or organisations associated with you should we need to contact them. In such cases it will be your responsibility to ensure that you have the consent of the people / organisations concerned to pass their information on to us. If requested, we will provide a copy of this privacy notice for them or, where appropriate, ask you to pass the privacy information to them.

### **Why do we need to collect and use your personal data?**

The primary legal basis that we intend to use for the processing of your data is for the performance of our contract with you. The information that we collect about you is essential for us to be able to carry out the services that you require from us effectively. Without collecting your personal data we'd also be unable to fulfil our legal and regulatory obligations.

Where special category data is required we'll obtain your explicit consent in order to collect and process this information.

### **How will we use the information about you?**

We collect information about you in order to provide you with the products and services for which you engage us.

### **Who might we share your information with?**

*If you agree*, we may e-mail you about other products or services that we think may be of interest to you.

## **How long do we keep hold of your information?**

During the course of our relationship with you we'll retain personal data which is necessary to provide products and services to you. We'll take all reasonable steps to keep your personal data up to date and secure throughout our relationship.

We're also subject to regulatory requirements to retain your data for specified minimum periods.

These are **minimum** periods, during which we have a legal obligation to retain your records.

We reserve the right to retain data for longer where we believe it's in our legitimate interests to do so. In any case, we'll not keep your personal data for longer than six years after our relationship with you has ended.

You have the right to request deletion of your personal data. We'll comply with this request, subject to the restrictions of our regulatory obligations and legitimate interests as noted above.

## **How can I access the information you hold about me?**

You have the right to request a copy of the information that we hold about you. If you'd like a copy of some or all of your personal information, please e-mail or write to us using the contact details noted below.

When your personal data is processed by automated means, you have the right to ask us to move your personal data to another organisation for their use.

We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect.

## **Marketing**

We'd like to send you information about our products and services which may be of interest to you. If you've agreed to receive marketing information, you may opt out at a later date.

You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please contact us by e-mail ([info@turco.co.uk](mailto:info@turco.co.uk)) or post.

## **Cookies**

We use cookies to track visitor use of the website and to compile statistical reports on website activity.

For further information visit <http://www.allaboutcookies.org/>.

You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## **Other websites**

Our website may contain links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

## **What can you do if you are unhappy with how your personal data is processed?**

You also have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113 (Local Rate)

## **Changes to our privacy policy**

We keep our privacy policy under regular review and we'll place any updates on our web page ([www.turco.co.uk](http://www.turco.co.uk)) and inform you of any changes when they occur. This privacy policy was last updated on 21/05/2018.

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you by e-mailing [info@turco.co.uk](mailto:info@turco.co.uk)

Or write to us at: -  
Turco Engineering Ltd  
14 Tullylagan Road  
Cookstown  
BT80 9AZ  
Tel. No. – 028 867 63372

## **Consent**

### **Sensitive personal data**

The primary basis on which we intend to process your personal data is for the performance of our contract with you. In the case where we need to process special category (sensitive) data as described above we require your consent by indicating your agreement to the following statement: -

I/ we consent to the processing of sensitive personal data as far as it is necessary for the services I/ we require from Turco Engineering Ltd.

Name (s):	
Signature (s):	
Date	

Please note that you may withdraw this consent at any time by notifying us at our main business address.

### Marketing

From time to time we may wish to contact you to offer additional products or services which may be of interest to you. In order to do this we require your consent by agreeing to one or all of the options:

I/ we consent to be contacted for marketing purposes by:

E-Mail  Telephone  Text Message  Post

Name (s):	
Signature (s):	
Date	

Please note that you may withdraw this consent at any time by notifying us at our main business address.