

## Vexica Technology Data Protection Privacy Notice

**Please read this Privacy Notice. It relates to how we hold and process your information (data) and your rights. We recommend that you retain this Privacy Notice for future reference.**

Vexica Technology Ltd registered office, Typhoon House, Moxon Way, Sherburn in Elmet, Leeds, LS25 6FB is a "**data controller**". This means that we are responsible for deciding how we hold and use data about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. We have a duty to keep your data secure and maintain your confidentiality and we will do so.

We currently hold contact details for various people within your organisation such as; buyers, account handlers and general contacts. The information held could include details such as your name, job title, and the organisation you work for, your company mailing address, email address and telephone/fax numbers. We also may currently hold your companies bank payment details.

Vexica Technology will process your data on the **lawful basis** that it is necessary for us to perform any contract between us. We will only process and use your data for the **purpose** of continuation of business with you. Your data will be held both in a paper format and on our computer systems. We have an obligation to keep this data accurate and we will endeavour to do so. Similarly, you are obliged to inform us if any data we hold may no longer be accurate and we ask that you do so.

### Your rights

We are obliged to ensure that the data we hold about you is correct. You have the right to ask for the data to be rectified if it is not and we will then take appropriate action to do so.

You have the right to restrict the processing of your data or to object to the processing of your data, as well as to ask that your data (or some of your data) be erased.

You have the right to ask that we transfer or copy your data to a third party.

You have the right to seek confirmation of the fact that we are processing your data, to ask what that data comprises, and to ask for copies of your data.

If you would like to exercise any of these rights, please email [administration@vexica.com](mailto:administration@vexica.com) or write to us at the registered address given at the top of this Notice stating your full name. We will then consider your request and action the same as necessary although in some circumstances we may have a legitimate reason for not being able to action your request. If this should be the case, then we will notify you of the reason why.

### Marketing

On the lawful basis that it is necessary in the legitimate interest of our business to retain contact details for marketing purposes, we may retain your contact details indefinitely (being name, business name, address, contact number and email) purely for such marketing purposes in order to keep you updated with information, including newsletters and details of events. This data is not shared with any third party. The data will not

However, if you would like us to remove your contact details (or any part of them) please contact us by email to [administration@vexica.com](mailto:administration@vexica.com)

#### Complaint

If you have any cause for complaint, or do not believe that we are processing your data fairly or in line with our obligations as a data controller, then we would ask that you contact us in the first instance with your concerns although you are not obliged to do so, and you may contact the Information Commissioner's Office whose details can be found at [www.ico.org.uk](http://www.ico.org.uk)