

DATA PROTECTION PRIVACY NOTICE

This data protection notice sets out details of the personal data that we collect from you, or which you provide to us when you visit our website or contact a member of our staff. It also sets out details of how we process that personal data, who we disclose it to, and your rights in connection with our processing of your personal data.

ABOUT US

Erebus UK Ltd of Unit 53 Vincent Carey Road, Rotherwas, Hereford, HR2 6FE is the controller of personal data collected pursuant to this notice. If you have any questions about our use of your personal data, please contact us at admin@erebus-uk.com

WHAT IS PERSONAL DATA?

It is any information relating to an identified or identifiable individual.

PERSONAL DATA THAT WE PROCESS

We process the following information about you:-

- Customer Orders – if you place an order on the phone or by email we will collect the details of your order, your name, email address, delivery address, and, if you choose to provide it, your phone number. Our third party payment processor will also collect your payment details if paying by card.
- Suppliers – if you are a supplier we will collect your name, email address, business address and bank details to enable payment of invoices.
- Queries and complaints – if you contact our company with a query or a complaint, we will record details of the query or complaint and how it is dealt with on our systems.
- Employees and Consultants – Our records contain personal information about employees and Consultants that include name, date of birth, address, telephone number, national insurance number, passport details or information about the individuals' right to live and work in the UK and financial information including pay, tax details and bank details. The records will also contain information about attendance at work, details of any issues that are raised or feedback received in connection with the service you provide and information from audits on your work, issues that you raise with the company, relevant information about your health including conditions that might affect your ability to work or that require us to provide support or assistance and the results of security checks obtained from a third party organisation.

HOW AND WHY WE USE YOUR PERSONAL DATA

- To comply with our legal and regulatory obligations such as HMRC and other regulators or government bodies
- For the performance of our contract with you or to take steps at your request before entering into a contract with you and to ensure we are meeting obligations under your contract.
- Where you have given consent

Specialist Technical Training Services and Equipment

Registered office: Unit 53 Vincent Carey Road, Rotherwas, Hereford HR2 6FE
T: +44 (0) 1432 355337 W: www.erebus-uk.com - E-mail: info@erebus-uk.com
Company No. 06558262 - VAT No. GB 933 3865 08



WHO DO WE SHARE YOUR PERSONAL DATA WITH?

- The information is normally used only by Erebus UK Ltd but there may be instances where we are asked to share it; for example by:-
- HM Revenue and Customs
- With a new or prospective Company owner if the Company is sold. Usually information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations.
- Service Providers including external auditors in relation to accreditation and the audit of our accounts.
- Other regulatory bodies

We will only disclose your information on a need-to-know basis and will limit any information that we share to the minimum necessary and once we are satisfied that will take appropriate measures to protect your personal information. We will not disclose any information to marketing companies.

In certain circumstances, or if required by law, we may need to disclose your information to a law enforcement or other government agency, our insurers, indemnity provider, professional association or legal advisers.

KEEPING YOUR PERSONAL DATA SAFE

We have appropriate security measures to prevent information from being accidentally lost or accessed unlawfully. We limit access to your personal information to those who have a genuine business need to access it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

ACCESS TO YOUR INFORMATION AND OTHER RIGHTS

You have a right to access the information that we hold about you and to receive a copy. You should submit your request in writing or by email. We do not usually charge you for copies of your information; if we pass on a charge, we will explain the reasons.

You can also request us to

- Correct any information that you believe is inaccurate or incomplete. If we have disclosed that information to a third party, we will let them know about the change
- Erase information we hold although you should be aware that, for legal reasons, we may be unable to erase information (for example, concerning your employment with us or in relation to legal claims).

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WHAT IF I BELIEVE MY PERSONAL INFORMATION HAS BEEN MISHANDLED?

We encourage you to contact us in the first instance – see below **“how to contact us”** but you are entitled to go directly to the Information Commissioner’s Office (ICO) at www.ico.org.uk or telephone 0303 123 1113

CHANGES TO OUR PRIVACY NOTICE

This privacy notice was published and updated on 25th May 2018

HOW TO CONTACT US

The Directors
Erebus UK Ltd
Unit 53 Vincent Carey Road
Rotherwas
Hereford
HR2 6FE
Tel:- 01432 355337
Email: - admin@erebus-uk.com

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