



## **OpalTec International Ltd - Privacy Notice**

Your privacy is important to us and we are committed to protecting it. The primary purpose of the OpalTec website, [www.opaltechnology.com](http://www.opaltechnology.com), is to be a resource to help visitors learn more about our organisation. We take care to protect the privacy of customers and users of the site and, if we do ask you to provide certain information, then you can be assured that it will only be used in accordance with this privacy notice. The notice applies to all visitors to our website, and all customers contacting us via email or telephone.

OpalTec International Ltd is committed to protecting your privacy and complying with the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018 ("DPA 2018"). This Privacy Notice sets out your rights, and the basis by which we collect and use any personal data you have voluntarily provided. OpalTec will always aim to be transparent about how we process personal data. OpalTec's Data Protection Officer is Clive Hamilton-Davies (Operations Director) who can be contacted on [gdpr@opaltechnology.com](mailto:gdpr@opaltechnology.com).

### **Your rights**

You are entitled to know whether we hold personal data about you and, if we do, to have access to that personal data and request that it be corrected if it is inaccurate. You can also choose to manage the marketing communications you receive by using opt-out mechanisms in emails we send to you. In such cases, we will retain the minimum personal data necessary to record that you opted out, in order to avoid contacting you again.

You are able to unsubscribe from our mailing lists by replying to any email with UNSUBSCRIBE in the subject line or by sending an email to [gdpr@opaltechnology.com](mailto:gdpr@opaltechnology.com).

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

Any personal information we collect is supplied voluntarily by you, this is necessary and is used to provide Services that you have requested from us.

This information may include:

- Basic information such as your name, the company you work for, your position and your relationship to the business you work for;
- Contact information, email address and telephone number(s);
- Financial information, such as payment related information;
- Any other personal information relating to you or other third parties which you may provide to us for the purpose of receiving our Services.

We DO NOT collect Special categories of personal information



## **What is the legal basis which allows us to use your information in a certain way?**

### ***Legitimate purpose***

We collect and use your personal information for the legitimate business purposes of communicating with you to deal with your enquiries. To enable us to fulfil your requests for services, equipment and information. We will only send you necessary communications relating to any services which you have asked us to provide.

### ***Consent***

You have a right to object to OpalTec processing your personal information and if you wish to object, please contact us at [gdpr@opaltechnology.com](mailto:gdpr@opaltechnology.com).

### ***How long do you keep hold of my information?***

OpalTec has a Data Retention Policy which mandates how long records, including personal data, must be retained. Retention periods are determined by legislation and business requirements. We will hold your data for up to 3 years from the last date of engagement of providing services unless a request to be forgotten is received in the intervening time period.

All information will be kept securely on our systems. All personal data will be held in accordance with the OpalTec Data Retention policy.

### ***Security***

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect from you.

### ***Contacting us***

If you have any questions or comments regarding the content of this Privacy Notice, please contact: [gdpr@opaltechnology.com](mailto:gdpr@opaltechnology.com).