



# Pentagon Control Systems Ltd

## Privacy Policy Notice

### The policy:

This privacy policy notice with effect from 24/05/2018 is for this website; <http://www.pentagon-controls.co.uk/> and served by Pentagon Control Systems Ltd, The Old Vicarage, Whitlingham Lane, Trowse, Norwich, NR14 8TN and governs the privacy of those who use it. We may change this policy from time to time so you may want to check that you are happy with any changes. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website.

### Website, internet cookies and web page links:

Our website has been designed so it can be used without the user revealing any personal information. We do not collect cookies whilst you view / use our website. We only use trusted partners / suppliers who each have high standards of user privacy and security. However we do not control the actual content seen / displayed and they may collect data and use cookies. However, clicking links may track your actions by using a cookie saved to your device. If you have any concerns about this we suggest you do not click links found throughout the website.

### Your individual rights:

Under the GDPR your rights are as follows.

- ❖ the right to be informed;
- ❖ the right of access;
- ❖ the right to rectification;
- ❖ the right to erasure;
- ❖ the right to restrict processing;
- ❖ the right to data portability;
- ❖ the right to object; and
- ❖ the right not to be subject to automated decision-making including profiling.

You can read more about your rights here, [<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>].

You also have the right to complain to the ICO [[www.ico.org.uk](http://www.ico.org.uk)] if you feel there is a problem with the way we are handling your data.

### Processing of your personal data:

Under the GDPR (General Data Protection Regulation) we process any personal information about you, such as your name, address, email address, telephone number or any other information if supplied by you securely using the following lawful ways for accounts, records and staff administration purposes for providing you with details of our services and supplying an estimate or quote. We will continue to process your information under this basis until you withdraw consent or it is determined your consent no longer exists. We do not share your information with third parties, unless for legal reasons. We will make readily available to you information about our policies and practices relating to the management of personal information. We handle subject access requests in accordance with the GDPR. You can see your personal data we hold and request us to edit or delete it. However for accounts information we are unable to delete this as it has to be retained for a period of 6 years.

You can obtain information we hold by emailing: [accounts@pentagon-controls.co.uk](mailto:accounts@pentagon-controls.co.uk)

Or write to:

The Company Secretary at Pentagon Control Systems Ltd, The Old Vicarage, Whitlingham Lane, Trowse, Norwich, NR14 8TN