



An **INSTARMAC**® group company



Quakers Coppice, Gateway, Crewe, CW1 6FA
Tel: 01270 656380 www.aztecaerosols.com

Aztec Aerosols GDPR Privacy Notice

Aztec Aerosols Ltd will be what is known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, address, email, phone number.

Why we need your data

We need to know your basic personal data in order to perform obligations under the contract of employment for employees. Names, addresses and bank details of suppliers and customers of the business are kept for the purposes of fulfilling contract agreements. We will not collect any personal data from you we do not need in order to provide and oversee these services.

What we do with your data

All the personal data we process is processed by our staff in the UK and for the purposes of IT hosting and maintenance this information is located on servers within the UK. No third parties have access to your personal data unless the law allows them to do so.

We have Data Protection processes in place to oversee the effective and secure processing of your personal data.

How long we keep your data

We are required under UK law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

What we would also like to do with your data

We would like to use your name and email address to inform you of our future offers and similar products which we consider may be of interest to you. This information is not shared with third purposes and you can unsubscribe at any time via phone, email or our website.

What are your rights?

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated.

customers@aztecaerosols.com

If you are not satisfied with our response to your enquiry or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>