

PRIVACY NOTICE

Who looks after your personal information?

Your personal information will be held by Guest Medical Limited, of Unit A6, Larkfield Trading Estate, New Hythe Lane, Larkfield, Aylesford, Kent, ME20 6SW, United Kingdom.

Personal Data we collect about you

We will only collect personal information from yourself that you have directly provided to us, or that we have harvested from our website.

This may include:-

IP addresses.

Web pages visited.

Name and address, including e-mail addresses etc.

Telephone numbers.

Company registration number.

Any information required for credit referencing.

Company VAT number.

Any other information deemed relevant to provide you with information, products or services that you request from us or which we feel may be of interest to you.

We will not solicit any information about you from any third party, except where it is required to either process any order that you give to us, including the use of credit data organisations and credit or debit card processing organisations, or to confirm your identity and address, telephone number etc.

All personal data is held by us in the United Kingdom, and will be held either in electronic format, or in hard copy. Hard copies will be secured in locked storage and will be shredded when no longer required.

Why we use this information

To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes. We will only contact you by electronic means, or by post.

To carry out obligations arising from any contracts entered into between you and us, to include, but not be limited to, processing of your orders, administering your account, and providing any support that you may require.

To help us confirm your identity and any principals that you represent.

To notify you about changes to our website and to the products and services that we offer.

To ensure that content from our website is presented in the most effective manner for you and for your computer.

Fraud prevention and detection.

Who we share your personal information with

Your personal information will not be shared with any other company, organisation, individual, or other party, except to process any requests from yourselves for any services offered by our company, including, but not limited to, processing your order, supplying you with technical data, or marketing or other information that you have requested.

Do you have to give us your personal information?

You give us your permission to use your personal data to provide our products and services that you request from us.

We may be required by law, or as a consequence of any contractual relationship we have, to collect certain personal information. If you fail to provide this information to us it may prevent or delay us fulfilling these obligations or performing services.

What rights you have over your personal information

The law gives you a number of rights in relation to your personal information including:

The right to access the personal information we have about you. This includes information from telephone calls, letters, e-mails, faxes etc.

The right to get us to correct personal information that you believe is wrong or incomplete.

In certain circumstances, the right to ask us to stop using or delete your personal information.

From 25 May 2018 you will have the right to access any personal information we have collected from you, in an easily re-usable format. You can also ask us to pass this information on to another organisation.

Other individuals you have financial links with

We may also collect personal information about other individuals you have a financial link with, such as your partner/spouse, dependents, beneficiaries or people you have commercial links to, for example other directors or officers of your company.

If we do, we will collect this information to assess any services requested and to carry out credit reference and fraud prevention checks.

Lawful basis for holding personal data

The lawful basis for holding personal data is our legitimate interest in supplying the company's products and services and related information.

How you can contact us

Guest Medical have designated **Stephen G Mew** as our Data Protection Officer (DPO)

If you have any questions or require more information about how we use your personal information please contact us using:

Telephone: +44 (0)1622 791895
Fax: +44 (0)1622 716309
e-mail: enquiries@guest-medical.co.uk

May 2018.