



*Innovation in Vacuum and  
Conveying Technology*

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## **FAIR PROCESSING NOTICE (PRIVACY POLICY)**

### **Your Personal Data:**

#### **What we need**

Quirepace 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 etc.

#### **Why we need it**

We need to know your basic personal data in order to provide you with the goods and services you have engaged us to provide, and to assert our right to be recompensed in return for these services, as per the agreement or contract we have with you. If you do not provide this information, then we will be unable to provide the goods and services you have requested. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

We may process your personal information for carefully considered and specific purposes which are in our legitimate interest and enable us to enhance the services we provide, but which we believe also benefit our customers.

#### **What we do with it**

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information may be located on servers within other territories. No 3rd parties have access to your personal data unless the law allows them to do so.

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

#### **How long we keep it**

We are required under UK tax 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 that 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 it**

We would however like to use your name and email address to inform you of our future offers and similar products. This information is not shared with third parties and you can unsubscribe at any time via phone, email or our website. However, please note that if you consent to being sent our marketing information via email, then your data will be shared with and you will be contacted by our marketing partner Fatmedia Ltd. Reg. No. 5645611. If you have not already done so, please indicate below if this is something you would like to sign up to.

Please sign me up to receive details about future news and offers from Quirepace Ltd.

#### **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 our Company Officers who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

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