

Privacy Notice

We are Site4 Systems Ltd, and our office is based at Unit R19, Chorley Business & Technology Centre, Euxton Lane, Chorley, PR7 6TE. Our phone number is +44(0) 1257 460018 and our email address for enquiries is info@site4.co.uk.

We need to store and process some personal details (primarily your name, address, telephone number, email address and details of any goods or services supplied) in order to process your orders, and supply you with goods and services.

We do not share your details with anyone outside of Site4 other than for the processing of your order, unless we are required to do so by law.

We will retain your details in as part of our business records for seven years, after which you may request that they be deleted.

You may ask for a copy of the data we hold about you at any time.

You may send a complaint about the way your data is handled to us at the address above; you may also raise the matter with the Information Commissioner's Office.

- The name and contact details of our organisation.
- The name and contact details of our representative (if applicable).
- The contact details of our data protection officer (if applicable).
- The purposes of the processing.
- The lawful basis for the processing.
- The legitimate interests for the processing (if applicable).
- The categories of personal data obtained (if the personal data is not obtained from the individual it relates to).
- The recipients or categories of recipients of the personal data.
- The details of transfers of the personal data to any third countries or international organisations (if applicable).
- The retention periods for the personal data.
- The rights available to individuals in respect of the processing.
- The right to withdraw consent (if applicable).
- The right to lodge a complaint with a supervisory authority.
- The source of the personal data (if the personal data is not obtained from the individual it relates to).
- The details of whether individuals are under a statutory or contractual obligation to provide the personal data (if applicable, and if the personal data is collected from the individual it relates to).
- The details of the existence of automated decision-making, including profiling (if applicable).