



# Privacy Notice

Please read this Privacy Notice carefully to fully understand our commitment to protecting your privacy and how we treat your personal data.

This Privacy Notice (together with any other documents referred to in it) sets out how Delta Procurement (“we”, “us”, “our”) will process any personal data that we collect from you.

## Information we collect from you

When you visit our website, [www.deltaprocurment.com](http://www.deltaprocurment.com) you may be asked to provide certain information about yourself including your name, email address, and telephone number. We may also collect information about your usage of our website including IP Address, location, device information and frequency of visits.

## How we use your personal data

We use your personal information in order to contact you regarding engagement of services you wish to use us for.

We use your personal information to send you information you have requested from us.

We use your personal information to provide you with information relevant to the services we provide. You can opt out of these communications by emailing [enquiries@deltaprocurment.com](mailto:enquiries@deltaprocurment.com).

We use technical website information to better understand our audience and website users.

## Security and disclosure of your information

The information you provide to us will be held on our computers in the UK.

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems and are required to keep the information confidential.

Where you engage with services of any of our suppliers or systems operators, we will only disclose personal information with your consent by way of a signed Letter of Authority. In these cases, your personal information will then be covered by the Privacy Policies of those third parties.

If our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

## Retention of your personal data

We will only keep your personal data within the timeframes allowed by law and for so long as is necessary to comply with our legal obligations or otherwise according to the relevant processing activity and use we have for the data. The length of time we keep your data will depend on the type of personal data we have collected.

## Marketing activities

From time to time we may contact you with details of other services which we provide unless you let us know you no longer wish to receive this information.

Recipients of marketing information from us will either do so because we consider that it is a legitimate interest as they:

1. already engage with us to provide other services; or
2. have a legitimate interest in the products and services we offer, either as a previous customer, because we have gathered your contact details through networking or research and where such interests are not overridden by the interests of any individual's fundamental rights and freedoms which require protection of personal data.

We only work with businesses or otherwise communicate with contacts for commercial purposes. Accordingly, we assume that where you have given us contact details or we have sourced such contact details from other sources (public or commercial lists) you expect to receive commercial communications via these contact details. If that is not correct, please let us know as soon as possible as we do not wish to impose on your personal life in any way. Please email [enquiries@deltaprocurement.com](mailto:enquiries@deltaprocurement.com) to let us know.

Under the terms of the General Data Protection Regulations, recipients of marketing emails from us may opt out of receiving any further marketing correspondence from us. Please contact us at [enquiries@deltaprocurement.com](mailto:enquiries@deltaprocurement.com) and let us know you no longer wish to receive marketing information from us.

Where you opt out as above this will not apply to our use of your contact details or other personal data where we need to process it for contractual purposes or legal obligations.

## Your rights

At any point while we are in possession of or processing your personal data, you have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.

You can exercise your rights at any time by contacting us at [enquiries@deltaprocurement.com](mailto:enquiries@deltaprocurement.com). You have a right to ask for a copy of any personal data held by us. We will provide any and all information in response to your request free of charge and within 20 days provided you have confirmed your identity or other simple checks.

If you have any cause for complaint about our use of your personal data, please contact us and we will do our best to solve the problem for you. If we are unable to help you have the right to lodge a complaint with the Information Commissioner's Office: <https://ico.org.uk/concerns/>

## Our use of Cookies

Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information. They are used to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

We use cookies to:

- Keep track of advertisements.
- Compile aggregate data about site traffic and site interactions in order to offer better site experiences and tools in the future. We may also use trusted third-party services that track this information on our behalf.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Since every browser is a little different, look at your browser's Help Menu to learn the correct way to modify your cookies.

If you turn cookies off, some of the features that make your site experience more efficient may not function properly.

## Changes to our privacy notice

Any changes we make to our privacy notice in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy notice.

## Contact

If you have any questions, comments and requests regarding this privacy notice please contact our Data Protection Officer using any of the details that follow:

**Email:** enquiries@deltaprocurement.com

**Telephone:** 01276 986350

**Post:** Delta Procurement, Theta House, 7 Doman Road, Camberley, Surrey GU15 3DN.