*Your privacy is important to us at Cambs-Pat. We will only use your personal information to carry out the service you requested from us. The protection, confidentiality and integrity of your personal data are our prime concerns.*

*This Privacy Policy explains what personal information we collect from you, when you interact with our business and services.*

# Our Services

Cambs-Pat (UK) Ltd is a company that carries out portable appliance testing.

All customers are contacted yearly to arrange the PAT testing, via email or telephone.

# What personal data do we collect?

We need certain personal information to be able to carry out our service.

You provide some of this data directly, for instance when you book us in to carry out the testing.

When you book your testing in, we process the following details

* First and Last Name
* Title (MR, Mrs Etc.):
* Email address
* Telephone Number’s
* Address of the site we are to carry out the testing
* On site contact for the engineer who are carry out the service
* Job Title

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information.

How do we use your personal data?

We only use your data for the purposes for which it was collected and, where relevant, to meet local legal obligations. We use your personal data for the following purposes:

* To provide you with the services we have contracted for
* For security purposes, to investigate fraud and where necessary to protect ourselves and third parties.
* To comply with our legal and regulatory obligations.

How do we protect your personal data?

• Servers containing personal data are sited in a secure location, away from general office space.

• Data is protected by strong passwords that are changed regularly and never shared between employees.

• Data is stored on designated drives and servers, and is only uploaded to an approved cloud computing services.

• When not required, the paper or files are kept in a locked drawer or filing cabinet.

How long will we keep your personal data?

Whenever we collect or process your personal data, we will only keep it for the purpose for which it was collected and in accordance with our legal and regulatory obligations. In most cases, our retention period for your personal data will come to an end six years after the end of your relationship with us.

# Access to your personal information

Under GDPR, you have the right to access and amend any of your personal data that we hold.

*You are entitled to view, amend, or delete the personal information that we hold. Email your request to:*

Teresa Osborne

01480 405100

[accounts@cambs-pat.co.uk](mailto:accounts@cambs-pat.co.uk)

# Changes to this Privacy Notice

We may change this privacy statement from time to time in order to reflect changes in the law, regulatory guidance or our data privacy practices in compliance with the law. When this happens and where required by law, we will provide you with a new or an updated notice detailing how the use of your personal information is changing and, if necessary, obtain your consent for the further processing.