

PRIVACY POLICY

We, Microtek Components Ltd, are committed to protecting your privacy and maintaining the security of any information we receive from you.

Collection of information

We may collect your details when you make an enquiry with us via telephone, email, post or via our website. We may then collect the following information:

Name, job title, email address, phone/mobile number.

When setting up an account with us, or paying for products with a credit card, we will ask for additional payment /billing details.

How we use the information you provide

- a) To allow us to handle your orders, deliver products and process your payments and credits.
- b) To keep you updated about your orders with us.
- c) To keep a record of when and why you contact us and to keep your contact details up-to-date.

We may from time to time, where we are under duty to do so in order to comply with any legal obligation, or in order to protect any of our rights, property or safety, disclose any of the personal information held to our principals or service providers. Information in the form of drawings or specifications supplied by you will be shared with our principals and service providers where necessary. If you object to any such data being shared please ensure we are informed at the time of submission that the information is not to be shared. If your personal information is processed outside the European Economic Area we will ensure that your personal information will be adequately protected as required by data protection law.

We do not make, or use any 3rd party service to make, any attempt to find out the identities of those visiting our website. We do not store or record cookies on our website. If this changes in the future we will let our users know.

We use First Data to process credit and debit card payments. Your personal information and credit card details will be processed on our behalf by First Data. We will ensure that your personal information will be adequately protected as required by data protection law.

How long we hold your information

The information we hold will be kept for as long as you are a contact or until you notify us that you no longer wish us to keep this information.

Your rights

You have the right to be informed, right to rectification, right of access and right to object to any information we hold by notifying us. If you wish to exercise these rights please contact Andrew Sanders by writing to our address or via email: andrew@microtekcomps.co.uk