



Privacy Policy



Contents

1. Introduction 2

2. Responsibility for Your Personal Information 2

3. Categories of Personal Data 2

4. Purposes of the Personal Data Processing 2

5. Legal Basis 2

6. Categories of Recipients 3

7. Retention Period 3

8. Security..... 3

9. Data Subject Right 3

10. Contact Information 3

1. Introduction

- 1.1 The Adelphi Group of Companies respects your right to privacy and is committed to respecting your wishes. This policy outlines the information we collect and how we use it.

2. Responsibility for Your Personal Information

- 2.1 The Adelphi Group of Companies, registered at Olympus House, Mill Green Road, Haywards Heath, West Sussex, RH16 1XQ, for the purposes of applicable data protection laws, are the "data controller". "Data controller" is a legal term used to describe the person or entity that controls the way your personal information is processed. If you have a query about the use of your personal information you may contact us using the contact information at the end of this Privacy Policy.

3. Categories of Personal Data

- 3.1 The Adelphi Group of Companies collects, processes, and uses the following categories of personal data about you:

- name
- title/position
- business contact information
- employer name
- content of communication (such as email or business letters)
- website registration and site use details
- contract details
- services or products provided or offered
- invoice and payment information
- business relationship history

4. Purposes of the Personal Data Processing

- 4.1 Personal data is collected, processed, and used for purposes of performing the contractual relationship including invoice processing, communication and legal and compliance activities, for purposes of marketing and Customer Relationship Management activities, and for fraud prevention and security activities.

5. Legal Basis

- 5.1 The Adelphi Group of Companies processes your personal data so far as such processing is legally permitted. Please see below a description of the legal basis on which the Adelphi Group of Companies processes your personal data. Please note that this is not the full and complete list of legal principles, but solely a list of examples which are intended to illustrate how the Adelphi Group of Companies is handling your personal data.

- Consent - The Adelphi Group of Companies will process certain personal data only with your prior explicit and free consent, e.g., when you allowed us to send you marketing material via E-Mail. You are entitled to withdraw your consent at any time to end future processing.
- Performance of the contractual relationship with the Customer or Vendor - The Adelphi Group of Companies may enter into legal contracts with you. The Adelphi Group of Companies processes your personal data to comply with legal obligations arising from these contracts.

- Compliance with legal obligations - The Adelphi Group of Companies is subject to a number of statutory requirements. Such legal obligations may sometimes require the processing of certain personal and sometimes also sensitive personal data.

6. Categories of Recipients

6.1 Access to Personal Data is given to those individuals of the Adelphi Group of Companies who need such access for a purpose listed above or where required by law.

The Adelphi Group of Companies will sometimes as required by applicable law and for the purposes listed above, need to make some of your personal data on a need-to-know-basis available to:

- external auditors or inspectors
- public accountants
- governmental authorities
- courts
- agents, distributors, and suppliers of goods or services

7. Retention Period

7.1 Your personal data is stored by the Adelphi Group of Companies strictly to the extent necessary for the performance of our obligations and strictly for the time necessary to achieve the purposes for which the information is collected, in accordance with applicable data protection laws.

8. Security

8.1 Every effort is made to protect the security of the data that we hold from loss, misuse, alteration or destruction. The Adelphi Group of Companies maintains a secure IT environment to protect data.

9. Data Subject Right

9.1 You have specific legal rights relating to the personal data the Adelphi Group of Companies collects and processes about you.

9.2 In certain circumstances, you may have the right to:

- withdraw your consent, if applicable
- request access to your personal data
- request erasure of your personal data
- object to the processing of your personal data
- request rectification of your personal data
- request restriction of processing of your personal data
- request data portability.

10. Contact Information

10.1 You may contact the Adelphi Group of Companies at any time if you would like to access the personal data that the Adelphi Group of Companies holds about you or if you want to exercise your rights.

Postal address: Adelphi Group of Companies, Olympus House, Mill Green Road, Haywards Heath, West Sussex, RH16 1XQ

Email: sales@adelphi.uk.com

Telephone number: +44 (0)1444 472300

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.