

Privacy Policy

General Data Protection Regulations & Data Protection Act 2018 (GDPR)

Welcome to Cranetek Services Limited privacy policy. We respect your privacy and we are committed to protecting your data. This privacy policy will inform you as to how we look after your data when you enter into a contract or make an enquiry with us.

1. Purpose of this privacy notice

This privacy notice aims to give you information on how Cranetek Services Limited collects and processes your data through your use of our services, including any data you may provide to us.

It is important that you read this privacy notice so that you are fully aware of how and why we are using your data.

Controller

We are the controller and have full responsibility for your data which will be securely stored within our data and e-mail servers.

Contact details

Cranetek Services Limited, Unit 4 Premier Industrial Units, Castle Road Industrial Estate, Ellon, Aberdeenshire. AB41 9RF Tel: 01358 723263 Fax: 01358 722548 or E-mail dave@cranetek.co.uk

You can request a copy of the information we hold on file at anytime

2. The data we collect about you

Full Company Name, Registered Address including Delivery Addresses or Subsidiary Addresses, Company Registration Number, Contact Names, Telephone Numbers and E-mail Addresses, Company Bank Name, Account and Sorting Code Numbers.

We do not hold specific personal data of any individual other than what is communicated freely via e-mail or similar.

3. How is your data collected?

Direct interactions. You may give us your Identity, Contact and Company Financial Data by filling in forms or by corresponding with us by Post, Phone, E-mail or similar.

4. How we use your data

We will only use your data for the purposes of allowing us to enter into a specific contract.

We will never pass your information to a third party for any reason unless required to or permitted by law

5. Disclosures of your data

We may have to share your data with the parties set out below

Professional bodies including lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services to us.

HM Revenue & Customs, regulators and other authorities based in the United Kingdom who require reporting of processing activities in certain circumstances.

6. Data retention

How long will you use my data for?

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.