**Geomatics Uk Ltd - Privacy Notice**

**1. OUR DETAILS**

Geomatics Uk Ltd ("we", "us" and "our") are committed to protecting and respecting your privacy.

Any reference to "we" or "us" or "Geomatics Uk Ltd" means Geomatics Uk Ltd, which is a private limited company with registered company number 6809532. Our registered office address is Arch, Suite F19, Lintonville Parkway, Ashington NE63 9JZ.

This privacy notice sets out the basis on which we collect information from you and how we use information which we collect or which you provide to us.

If you have any questions regarding how we use your information or you wish to exercise any of your rights in relation to your information (as set out in paragraph 9 below), please contact our Data Manager at [enquiries@geomatics-uk.com](mailto:enquiries@geomatics-uk.com) or at Our registered office address is Arch, Suite F19, Lintonville Parkway, Ashington NE63 9JZ.

**2. WHAT INFORMATION DO WE COLLECT AND WHEN?**

We only collect information that we will use for the purposes set out in this notice.

Specifically, we collect:

* **Information you submit to us:**​

Through forms;

By sending us emails and text messages;

By adding posts, reviews and other comments to our Site;

By interacting with us on social media platforms;

By speaking to us over the telephone, for example in making an enquiry or a complaint about a service

By applying for a job with us or registering your interest in doing so, either directly with us or via a third party recruitment agent.

* **Information we collect about you**

**Full details of the purchases you make from us,** including the time and date of purchase, the products and services you purchase from us, any relevant delivery address(es) and details of any relevant payment cards or bank account details.

**Information about you for the purposes of processing your job application or registering your interest in a job with us.** This includes including your name, contact details (i.e. address, home and mobile phone numbers, email address), details of your job application (including the application itself, your qualifications, experience and references and employment history, including details of current salary and benefits).

**3. HOW DO WE USE YOUR INFORMATION?**

We use the information we collect for the following purposes:

* **To enable you to order products and services from us and to provide you with those products and services,** which again requires a certain amount of information to be collected, for example, payment card or bank account details so we can take payment and details of the equipment, products or services you hire or buy so we can process your order, keep necessary records and provide you with a receipt.
* **To gather feedback from you** about our services and activities from time to time.
* **To respond to any questions, suggestions, issues or complaints** you have raised with us.
* **To respond to any social media posts or other public comments you make where** these are made to or about us, our Site and our products, services or other activities.
* **To communicate with you about operational changes to our products and our services,** for example changes to our product list.
* **To perform any contract we have entered into with you** but also to enforce a contract against you if you do not honour it, including seeking to collect any debts that you may owe us and instructing third parties to support us in doing so.
* **To check that you have or are likely to have the means to pay us** for any products or services you have ordered from us.
* **To monitor use of our Site to see if it is being abused or threatened,** for example by people posting inappropriate comments in review areas or by potential hackers attempting to undermine our security measures.
* **To protect you and our business against any other criminal behaviour,** including identity theft and fraud.
* **To maintain administrative and legal records about our business** to enable us to understand what we have sold, how, when, where and at what price and account to HM Revenue & Customs for the related taxes that we have to pay.

**4. LEGAL BASIS FOR USING YOUR INFORMATION**

In accordance with data protection law, we are obliged to inform you that we are using your information as described in this policy on one or more of the following legal bases:

* you have given your consent to us using your information as described in this notice;
* the use is necessary to perform a contract between us or to take steps which you requested us to take before entering into a contract;
* the use is necessary to comply with a legal obligation to which we are subject;
* the use is necessary to save your life or that of another individual;
* the use is necessary for the performance of a task carried out in the public interest or in the exercise of our official authority;
* the use is necessary for the purposes of our legitimate interests, including direct marketing, fraud prevention or preventing crime and protecting public security.

**5. USE OF YOUR SENSITIVE PERSONAL INFORMATION**

We may on occasion collect sensitive personal information about you. By way of example, information about your racial or ethnic origin may be included within the identification information you provide to us as part of our account opening process and/or we may check and record your identification information during our verification process.

We will use this sensitive personal information for the purposes of identifying individuals to combat fraud and other criminal activity.  We will not share this information.

**6. WHO DO WE SHARE YOUR INFORMATION WITH?**

We cannot run our business or provide many of our services and benefits without involving other people and businesses and sometimes we pass your information to these other people and businesses as set out below.  We only share your information where we can do so in accordance with our legal data protection and privacy obligations.  We share the information we collect with:

* **Our different business units that have relationships with our customers and users.** We do so because we hope to have a relationship with you across our different business units and we want to be able to provide you with the same value and high quality of experience.
* **Our insurers and insurance brokers** where required in order for us to be able to obtain insurance against risks we face in running our business. They may retain this information for the purpose of ongoing risk assessment and insurance broking and underwriting services.
* **Credit reference agencies** who provide anti-fraud and credit score information to us, **central and local government departments,** for example the Driver Vehicle Licensing Agency (DVLA) and local authorities who run the UK electoral rolls, **banks and finance companies** who also provide anti-fraud services and **customer insight companies** (as set out above), in each case as necessary in order to benefit from their services. Where we do so for anti-fraud purposes, the recipient organisation may hold your information on file for the purpose of their fraud prevention services in future. We may also share your information, including late payment information, with credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors.
* **Business partners, suppliers and sub-contractors** for the performance of any contract we enter into with them or you.
* **The prospective buyer** of any part of our business or assets that we may sell.
* **Our professional advisers** for example our lawyers, accountants and technology consultants when they need it to provide advice to us.
* **The police, local authorities, HM Revenue & Customs (HMRC), the courts** and any other central or local government bodies where they request it and/or where we may lawfully disclose it, for example for the prevention and detection of crime.

We may also share the information we collect where we are legally able to do so, for example, to comply with a court order.

**7. INTERNATIONAL TRANSFER OF YOUR INFORMATION**

Although we are based in the UK, we occasionally need to use international suppliers or transfer information to our international business to help ensure you receive the very best products and services from us.  To allow us to run our business on this basis, the information we collect may be transferred to other countries where this is necessary for the purposes of our contract with you or in anticipation of a contract (for example, in relation to obtaining a quotation). Where this includes transfers to countries outside of the EEA, we will ensure that we have appropriate contractual arrangements in place to protect your data.

**8. HOW LONG DO WE KEEP YOUR INFORMATION FOR?**

In accordance with our legal data protection and privacy obligations, we will only retain your information for as long as is necessary for the purpose for which it was collected.

We will then either securely delete it or anonymise it so that it cannot be linked back to you.

See **How do we use your information?** in paragraph 3 above for full details of those purposes.

**9. MANAGING YOUR INFORMATION**

You can contact us with any queries about how we use your information at any time by contacting our Data Manager on [enquiries@geomatics-uk.com](mailto:enquiries@geomatics-uk.com) or at Arch, Suite F19, Lintonville Parkway, Ashington NE63 9JZ.

It is very important to us that all the information we hold about you remains accurate and up to date to reduce the risk of a misunderstanding.

You have a number of rights which we respect and aim to uphold in everything we do. These rights are set out below.

We reserve the right not to comply with any requests we receive where we may lawfully do so, for example if we reasonably believe a request to be malicious, technically very onerous, to involve disproportionate effort or harmful to the rights of others.

**a) Asking us about your information** You have the right to ask us whether we hold information about you and, if so, for us to give you certain details about that information and/or the information itself.  This right is commonly known as a **subject access request.** If you would like to make a subject access request, please do so in writing to the address above.

**b) Correcting inaccurate information** If you have reason to believe any of the information we collect on you may be inaccurate or incomplete, please contact us with your queries and/or with the updated information.

**c) Erasing information** You have the right to require us to erase your information in the following circumstances:

* the information is no longer necessary for the purposes for which we collected it;
* we need your consent to use the information and you withdraw your consent;
* you object to us using your information: (1) for the performance of a task carried out in the public interest; or (2) for the purposes of our legitimate interests (e.g. direct marketing) and there are no overriding legitimate grounds for the processing;
* we have used your information unlawfully;
* the information must be erased for compliance with a legal obligation to which we are subject.

**d) Restricting processing** You have the right to require us to restrict our use of your information where one of the following applies:

* while we verify the accuracy of the information that we hold about where you contest the accuracy of the same;
* we have used your information unlawfully, but you request us to restrict its use instead of erasing it;
* we no longer need the information for the purpose for which we collected it, but you need it to deal with a legal claim; or
* while we check whether our legitimate grounds override your right to object where you have objected to us using your information.

**e) Right to object** Where we are using your information on the basis of public interest or our legitimate interests (see paragraph 4), you have the right to object to this at any time by contacting us using the contact details set out below.

**f) Withdrawal of consent** Where you have given your consent to us using your information (e.g. for marketing purposes), you have the right to alter your preferences or withdraw this consent at any time by contacting us using the contact details set out below. This will not affect the lawfulness of any use of your information that we make before you amend your preferences or withdraw your consent.

 If you have any questions or complaints about our use of your information, please contact our Data Manager on [enquiries@geomatics-uk.com](mailto:enquiries@geomatics-uk.com) or at Arch, Suite F19, Lintonville Parkway, Ashington NE63 9JZ.

We hope that our Data Manager can resolve any query or concern you raise about our use of your information but you can also contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.