



## **Steller Systems' Privacy Notice to Customers, Suppliers, Partners and Visitors**

PRNA/429/1  
14<sup>th</sup> March 2018

### **Introduction**

Steller Systems Ltd. is committed to maintaining the accuracy, confidentiality and security of your personal information in accordance with the General Data Protection Regulations<sup>1</sup> and the Data Protection Act 1998. This Privacy Notice describes the personal information that Steller Systems collects from or about you, how we use it and to whom we disclose that information.

Steller Systems collects and maintains different types of personal information in respect of those individuals who work for our prospective, current and future customers, suppliers and partners, as well as visitors to Steller Systems' premises.

### **Where we get your personal data**

Steller Systems collects personal information directly from you or your employer, as well as from publicly available sources.

### **How we get your personal data**

Steller Systems collects data directly from individuals by means of forms, documents, meetings, phone calls and emails. In addition, data is collected from other sources including employers, other companies and from publicly available sources such as websites and marketing material.

### **What personal data we collect**

Steller Systems collects the following personal data:

- Names;
- Contact details, including company name, email address, phone numbers and work address;
- Job title;
- Qualifications;
- Car registration numbers;
- Any other information provided by or about individuals as part of business proposals; this may include skills, experience, educational history and employment history;
- Any other information necessary for Steller Systems' business purposes.

### **Why we collect your personal data**

The personal information collected is used and disclosed for our business purposes. Such uses include:

- Determining suitability of companies and individuals to act as suppliers or partners;
- Communicating with customers, suppliers, partners or visitors;
- Maintaining records of visitors to Steller Systems' premises, for reasons of security and health and safety;
- Complying with applicable laws;
- Ensuring the security of company-held information; and
- Such other purposes as are reasonably required by Steller Systems.

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<sup>1</sup> Regulation (EU) 2016/679. Adopted 27<sup>th</sup> April 2016, enforceable 25<sup>th</sup> May 2018.

## Who we share your data with, and why

We may share your personal information with our employees, contractors and other parties in the course of normal business, as well as for the purposes of:

- Facilitating communications between ourselves, customers, suppliers and partners;
- Demonstrating our suppliers' capabilities to current and prospective customers;
- Such other purposes as are reasonably required by Steller Systems.

Steller Systems may also share a limited amount of personal data in the public domain, such as on the company websites and marketing material, including names, qualifications, photographs, work histories, and links to other information placed in the public domain.

## International data transfers and security

From time to time it may be necessary to transfer a limited amount of personal data outside of the EU in order to facilitate working with customers abroad.

## How long we hold your data

Steller Systems will retain your data indefinitely.

## Profiling and automated decision making

Steller Systems does not use automated decision-making or profiling using personal data.

## Your rights

You have the right to:

- Be informed about how your data is used;
- Access data that we hold about you;
- Rectify data held about you if it is inaccurate or incomplete;
- The deletion or removal of personal data where there is no compelling reason for its continued processing;
- Object to your data being processed on the grounds of the company's legitimate interests or the performance of a task in the public interest.

## What happens if you don't provide information

Failure to provide personal data above may result in an inability for the company to work with you or communicate effectively.

## Concerns or complaints

If you have any concerns or complaints regarding how your data will be, is or has been managed, then please contact:

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Steller Systems Ltd.  
Glenholm  
George Street  
Nailsworth  
Gloucestershire  
GL6 0AG

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Email: robert.skarda@stellersystems.co.uk