

This privacy notice explains how Visualize N.E Ltd use any personal information we collect about you when you enquire and/or contract our services either as a customer or as a supplier.

Collection of Data

We will only collect the necessary Personal Data to fulfil the service you have requested, this will be from:

- Information provided by you, through contracts or other legal arrangements you have with us
- Information provided by you on the completion of forms, by email, or the contact form on our website.
- Personal Data received from third parties who you have given consent to pass information on to us.
- At the moment our www.Visualizene.co.uk website does not use cookies, should this change in the future our statement will be amended to advise you of this.

How we use Personal Data

The Company may use your personal data for the following reasons:

- To supply services to you or for you.
- For accounting purposes.
- To send you (non-marketing) general business-related communications.
- To send you email notifications, which you have specifically requested.
- Deal with enquiries and complaints made by you.
- Where it is necessary for legitimate interests (or those of a third party).
- For legal requirements.

Sharing Personal Information

Visualize N.E Ltd may share your personal information with third parties, either because you have given us the consent to do so or for legal reasons. For example, we may share your personal information with:

- With third parties because you have given consent.
- Third parties for the purpose of providing services we are contracted to.
- To protect the rights, property, or safety of Visualize N.E Ltd, our employees, our customers or others.
- To comply with legal obligations e.g. HMRC

How long we keep your information

We will not retain personal information for longer than required and we will only keep it:

- For as long as required by law.
- Until we no longer have a valid reason for keeping it.
- Until you request us to stop using it i.e. Right to Erasure or to be 'Forgotten'.

Your Rights

Current data protection legislation provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure – where we are legally able to do so
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Subject Access Requests

You are entitled to request a copy of any information we hold about you. Any request should be made in writing by email or post to: The Managing Director, Visualize N.E Ltd, Unit 4, Throckley Way, Middlefields Industrial Estate, South Shields, Tyne & Wear, NE34 0NU, Email: enquiries@visualizene.co.uk. In your request, please supply your name and contact details, the reason for your request and how we can contact you. We may request specific information to confirm your identity to ensure that the data is released to the correct person.

Changes to Our Privacy Notice

We keep our privacy policy under regular review and we will place any updates on our website. This notice was last updated November 2018.