



**gemini control systems ltd**  
designers and manufacturers

B4 Trentham Trade Park | Stanley Matthews Way | Trentham Lakes South | Stoke-on-Trent | Staffordshire | ST4 8GA  
t: 0808 196 8770 | f: 01782 659 465 | e: Lauren.Jackson@gemini-controls.com

## GDPR Policy Notice for Customers and Suppliers

As from the 25<sup>th</sup> May 2018 the new General Data Protection Regulations (GDPR) come into force. This EU Legislation sets out our legal obligations in terms of how we handle and store any personal data we hold for you. The information we hold is purely for maintaining our trading relationship with you and for general communication purposes. We value the privacy of all our customers and suppliers and will only collect and use personal data in ways that consistent with your rights and our obligations under law.

### What personal data we may collect

Gemini Control Systems Ltd may collect some or all the following personal data, depending on the nature of your relationship and business with us:

- Company/Trading Names and Addresses
- Company Registration Numbers/VAT Number
- Contact Names, Numbers and Email Addresses
- Archived/Historic Quotation information
- Archived/Historic Email correspondence
- Approved Designs
- Invoicing
- Pricing Structure
- Payment information

### What we do with the data we hold

Your names, addresses, VAT numbers and contact information are used to legally trade with you. We will need to send relevant data and products to you such as designs, orders, invoices and statement to name a few, to communicate effectively with you during normal business practice.

We may hold your latest design and price book information to enable us to manufacture to your requirements.

We would like to keep your historic quotation information and email correspondence as proof of pricing design queries and purchase or sales orders.

On occasions where a credit is due, or a pro-forma invoice may need to be raised, your bank account details may also be needed.



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### What we do with your information

Your archived paper data will be sorted in a locked cabinet within a locked protective environment within Gemini Control Systems Ltd. This data will only be accessible to managers and directors, and for the reasons outlined above.

Any computer transaction history involving bank account details, designs, sales invoicing, credits, account statements will be stored within an encrypted server, with up-to-date anti-virus software and backed up daily offsite.

This information can only be accessed via password protection authorised staff only.

We may need to share some of your data with trusted third parties but will only do so when it is necessary to fulfil our trading obligations, such as for delivery purposes. These companies are also legally obliged to keep your information securely under the GDPR legislation and to dispose of it once they no longer have a lawful basis to retain it.

### What you need to do

If you are happy with the above, then you don't need to do anything. If you have any more questions about anything within this notice, then you can contact our Data Controller by emailing [GDPR@gemini-controls.com](mailto:GDPR@gemini-controls.com) or by calling 0808 196 8770.

For more information about your personal data rights please visit the Information Commissioner Office website at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>