



# SOMER 2000

Incorporating SUTTON TRANSFORMERS

SECURITY SYSTEM SPECIALISTS  
ELECTRICAL ENGINEERS



## Privacy Policy

On 25 May 2018, the General Data Protection Regulation (GDPR) will come into force giving individuals in the European Union enhanced rights over the use of their personal data. As a result, we have updated our privacy policy.

Under the GDPR, we can only hold and process your personal data on one or more of the grounds authorised by the GDPR. In this policy we advise you of the basis on which we will receive and process your personal data and of your rights under the GDPR. This privacy policy sets out how Somer 2000 Limited uses and protects any information that you provide us, and when you use our website.

Somer 2000 Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this privacy statement.

Somer 2000 Limited may change this policy from time to time by updating the policy in line with GDPR. We will email with changes as and when they take place. This policy is effective from 21<sup>st</sup> May 2018.

### Information we may collect from you:

Without limitation, any of the following Data may be collected:

- Name and job title
- Contact information including email address
- Demographic information such as address and postcode
- Other information relevant to customers
- Other information relevant to suppliers
- Other information relevant to our employees

All personally identifiable data will be deleted after a period of 12 months if there is no legitimate interest.

### Information we collect about you

With regard to each of your visits to our website we may automatically collect the following information:

- Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- Information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number.



Registered in England No. 02990131 Reg. Office Unit 26, Midsomer Enterprise Pk,  
Midsomer Norton, Bath. BA3 2BB

Tel 01761 412727 Fax 01761 413354

Web [www.somer2000.co.uk](http://www.somer2000.co.uk) Email [enquiries@somer2000.co.uk](mailto:enquiries@somer2000.co.uk)



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### **What we do with the information we gather**

We require this information to enable us to conduct the following:

For our customers & perspective customers and suppliers:

- Send quotations, specification, invoices, statements and remittance advices, purchase orders
- Bank details for payments
- To allow us to set-up and maintained off site communication of security systems via monitoring station/s.
- General information to allow us to better understand the services we provide you etc.

For our employees / staff:

- Internal record keeping
- Processing of payroll and pension

We may use the information to improve our products and services

We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

Where our security system customers have monitored systems, we will need to share basic client information, such as name, address, contact details with the monitoring station company.

### **Online Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Somer 2000 Limited collects statistical information about visitors to our website to ascertain which areas and services are accessed most frequently, which helps us to understand how we can continually improve the website experience for our visitors.

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may choose to restrict the collection or use of your personal information in the following ways:

- Use of Data for direct marketing purposes; and
- Sharing Data with third parties.

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to Somer 2000 Ltd on the address detailed at the base of this letter, or email [dave@somer2000.co.uk](mailto:dave@somer2000.co.uk)

If you believe that any information we are holding on you is incorrect or incomplete, please write to Somer 2000 Ltd on the address detailed at the base of this letter, or email us as soon as possible at [dave@somer2000.co.uk](mailto:dave@somer2000.co.uk). We will promptly correct any information found to be incorrect.

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### Option for further communications:

You do not have to do anything if you are happy for Somer 2000 Ltd to keep your data / information, as described within this document.

You can however withdraw your consent at any time in one of the ways described below. Once you do this, any personal data of yours will be deleted permanently from our records, within the legal requirements and restrictions.

- Email Somer 2000 Ltd on [dave@somer2000.co.uk](mailto:dave@somer2000.co.uk)
- Write to Somer 2000 Ltd on the following address:

### Protection of your personal information:

Data security is of great importance to Somer 2000 Ltd and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected online.

- We will not use your personal data other than for the purposes described in this notice. Except as described above, we will not sell or share your personal data with any third parties.
- We will not keep your personal data for longer than is necessary for the stated purposes.
- We will take all reasonable and necessary technical and organisational measures to protect your personal data.

### How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.



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### Your rights:

Your rights under the GDPR include the following:

- The right at any time to withdraw your consent to the processing of your personal data.
- The right to be informed of what personal data of yours we hold, how we obtained it and how long we intend to keep it.
- The right to have your personal data rectified in the event that it is inaccurate or incomplete.
- The right to request the erasure of your personal data (also called the right to be forgotten).
- The right to restrict the processing of your personal data.
- The right to data portability (i.e. transfer of your personal data to another organisation).

Your rights above can be exercised free of charge by:

- Sending an email to [dave@somer2000.co.uk](mailto:dave@somer2000.co.uk); or by writing to us at:

General Data Protection Regulation (GDPR)

Somer 2000 Ltd  
Unit 26 Midsomer Enterprise Park  
Radstock Road  
Midsomer Norton  
Bath. BA3 2BB

In certain cases, we will need to satisfy ourselves of your identity before we can action a request under the GDPR. Please note that if it by exercising one or more of your rights it requires deletion of your file, we may not be required or able to do so, especially if your file also holds information about our clients, or tax related information that we need to keep, by law, for a period of up to 6 years. If we are unable to comply with your request, we will let you know what the reason is.

If you feel that any of your rights have been infringed, you have the right to lodge a complaint with the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

