

Introduction

At FlatKeys Ltd we are committed to protecting and respecting your privacy. This privacy notice explains when and why we collect personal information, how we use it, the conditions under which we disclose it to others and how we keep it secure.

If you're reading this, you may be:

- A customer
- Someone who supplies goods or services to FlatKeys Ltd
- Someone who wishes to be kept informed of future developments at FlatKeys Ltd

Who are we?

FlatKeys Ltd is a small business manufacturing electronic equipment primarily for the live music and test-tool markets.

For the purposes of the General Data Protection Regulation (GDPR), the FlatKeys Ltd is both a data controller and a data processor.

What sort of information do we collect?

In order to administer the business we hold the following information:

- The name and contact details of customers, where it applies to purchases
- The name and contact details of suppliers of goods and services and their bank details where supplied on their financial documentation.
- The name and contact details of potential customers, where it applies to notification about future products

How do we use your personal information?

We will use the information we collect to:

- Enter into contracts with customers and deliver purchases to them
- Enter into contracts with suppliers and potential suppliers and process payments to them
- Ensure that we comply with current legal financial responsibilities
- Keep customers and potential customers informed about future product launches, where requested

We will NOT

- use the personal data of people for commercial purposes, except where explicit consent has been obtained.
- sell or rent any of the personal data we hold to third parties for any purpose.

What is the purpose of collecting and processing this information?

Under the General Data Protection Regulation (GDPR) anyone who processes personal data should clearly state the legal bases for doing so, to ensure they process data lawfully, fairly and transparently. There are six legal bases for processing personal data and those which apply to FlatKeys Ltd are as follows:

1. The basis for processing data held about customers and suppliers and potential suppliers to FlatKeys Ltd is for **Contract**.
2. The basis for processing data gathered from potential customers and those who wish be informed of future products is **Consent**. This means that when we enter into a relationship with you, we will ask for your consent to process your personal data for the purposes outlined in this Privacy Notice.

Your rights

Under the GDPR, you have a number of rights which you should be aware of. These include:

- The right to access a copy of any information held about you by FlatKeys Ltd;
- The right to rectify the information if it is incomplete or inaccurate;

- The right to withdraw consent (e.g. if you have previously consented to us holding your data and no longer wish to);
- The right to have personal data erased, to prevent data being processed and/or to object to data being processed in specific circumstances (e.g. if the data is no longer necessary for the purpose for which it was originally collected).

If you would like to undertake any of the actions above, please contact us.

How we store and protect information

We are committed to ensuring that personal information is treated securely. For the purposes of the administration of the business (including the administration of contracts) and the promotion of our products:

- details may be transmitted normally over the internet;
- paper records will be stored in an appropriate manner, ie within a filing system
- information may be stored on personal computers, laptops and on memory sticks
- laptops and personal computers will be protected with anti-virus software
- information will be deleted by FlatKeys Ltd:
 - in accordance with financial obligations for retention of financial records
 - immediately upon a request to be removed (where this does not conflict with the above);
- information stored by FlatKeys Ltd is held within the EU. Where we use third party data processors (eg accountant, Ebay, Paypal), we check that they hold data within the EU or that they have appropriate protections in place if data is transferred outside the EU, to comply with EU data protection legislation.

Approval and review

This Privacy Notice was approved by the Directors of FlatKeys Ltd on 18th May 2018 and will be reviewed annually or when data protection legislation changes, whichever is sooner.