

MANUFACTURERS OF BESPOKE TRANSFORMER AND RECTIFIER UNITS. ESTABLISHED 1947

WEBSITE PRIVACY POLICY

Leeds Transformer Company Ltd is committed to high standards of information security and privacy. As a company, Leeds Transformer places a high priority on protecting and managing data in accordance with accepted standards and complies with all applicable General Data Protection Regulations (EU) 2016/679

Leeds Transformer Company Ltd understands that your privacy is important to You and that You care about how your personal data is used. Leeds Transformer Company Ltd respect and value the privacy of everyone who visits this website. Please read Our privacy policy carefully and ensure you understand it. If you do not accept and agree with this policy please leave Our site immediately.

1. Definitions and Interpretations

In this Policy, the following definitions are used:

- “Personal Data”** defined by the GDPR "data from which a living individual can be identified or identifiable (by anyone), whether directly or indirectly, by all means reasonably likely to be used." (GDPR (EU) 2016/679).
- “You, User”** relates to any third party that access the Website and is not either employed by Leeds Transformer Company Ltd or providing services to Leeds Transformer Company Ltd.
- “We/Us/Our”** relates to Leeds Transformer Company Ltd a limited company registered in England and Wales, registration number 813216, Registered Office Leeds Transformer Company Ltd. Larchfield Road, LEEDS, UK, LS10 1QP whose main trading address is Leeds Transformer Company Ltd. Larchfield Road, LEEDS, UK, LS10 1QP
- “GDPR”** The General Data Protection Regulation (EU) 2016/679

2. Information about us

- 2.1** Our Site is owned by Leeds Transformer Company Ltd a limited company registered in England and Wales, registration number 813216, Registered Office Leeds Transformer Company Ltd. Larchfield Road, LEEDS, UK, LS10 1QP. The main trading address for the company is Leeds Transformer Company Ltd. Larchfield Road, LEEDS, UK, LS10 1QP
- 2.2** Our VAT Number is 170080595
- 2.3** Our Data Protection Officer can be contacted by email at sales@leadstransformer.co.uk; telephone +44(0)113 2705596 or by post at Leeds Transformer Company Ltd. Larchfield Road, LEEDS, UK, LS10 1QP.



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2.4 We are regulated by The General Data Protection Regulation (EU) 2016/679

2.5 We are a member of the Information Commissioners Office – Reference Number ZA360973

3. What does this Policy Cover?

The Privacy Policy applies solely to Our Company Website (Leeds Transformer Company Ltd). Our site may occasionally contain links from time to time to other websites. Please note We do not have control over how your data is collected, stored or used by other websites. It is up to You to check the privacy policies of any such websites before proceeding.

4. Your Rights

4.1 As a data subject you have the following rights under the GDPR in relation to your Data:

- 4.1.1 *The Right to be Informed* about collection and use of personal data
- 4.1.2 *The Right of Access* to any personal data We hold about You (See Section 8)
- 4.1.3 *The Right to Rectification* of personal data We hold about You if it is deemed inaccurate (Please contact us through a method of communication in section 9)
- 4.1.4 *The Right to Erasure* of information the We hold about You. We only hold your personal data for a limited time and solely for the purpose in which it was intended (See Section 6) but if You would prefer Us to delete it sooner please contact Us through a method of communication in Section 9
- 4.1.5 *The Right to Restrict Processing* of your personal data and to limit the way in which We use it
- 4.1.6 *The Right to Data Portability* – The right to request that We move, copy or transfer your data (Please contact us through a method of communication in section 9)
- 4.1.7 *The Right to Object* to the use of your personal data – Please contact Us through a method of communication in section 9 for more information.
- 4.1.8 *Rights Related to Automated Decision making including profiling*- Not Applicable to Leeds Transformer Company Ltd (Please contact Us through a method of communication in section 9 for more information)

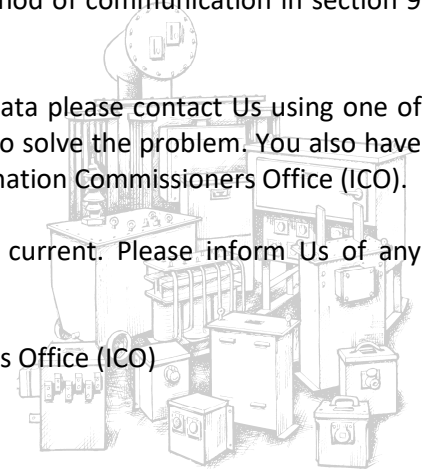
4.2 If You have any cause for concern about Our use of your personal data please contact Us using one of the methods in section 9 of this document and We will do Our best to solve the problem. You also have the right to lodge a complaint with a supervisory authority, the Information Commissioners Office (ICO).

4.3 It is important that the Data We hold about you is accurate and current. Please inform Us of any personal data changes during the time in which We hold it

4.4 For further information please contact the Information Commissioners Office (ICO)

5. What Data Do We Collect?

5.1 Leeds Transformer Company Ltd does not collect any personal data from You. The company does not place cookies on the website, nor use any other means of data collection.



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5.2 If You personally send Us an Email or another form of communication that includes your name, your email address and any other information.

6. How do we use your Data?

6.1 If We do collect any data from You personally contacting Leeds Transformer Company Ltd. The information is stored securely for no longer than needed and solely used for the purpose in which it is intended.

6.2 As noted above, the Company does not collect any personal data. If you contact Us via email or another method of communication and We obtain your information through this method, We may use the information as follows:

- 6.2.1 To Reply to your Email regarding your query (using the email address initially provided by You)
- 6.2.2 To Call You regarding your query (If phone number is provided initially by You)
- 6.2.3 To Respond Via Letter regarding your query (if address is provided initially by You)

6.3 Any and all emails sent over to Leeds Transformer Company Ltd including data will be deleted once the matter that You contacted Us about has been dealt with, this also applies to any written communication made to Leeds Transformer Company Ltd. Telephone Calls are not recorded.

6.4 You have the right to question the use of your personal data at any time (See Section 4)

6.5 We will not share any of your data with any third party for any purposes

7. How and Where do we Store your Data?

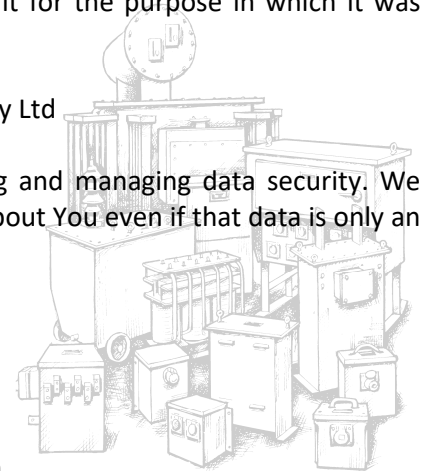
7.1 We only keep your data for as long as We need it in order to use it for the purpose in which it was intended and for as long as We have your permission to use it

7.2 Your Data will only be used and stored by Leeds Transformer Company Ltd

7.3 Leeds Transformer Company Ltd place a high priority on protecting and managing data security. We have taken suitable measures to protect the personal data we hold about You even if that data is only an email address

7.4 Steps we take to ensure data is secure include:

- 7.4.1 Information gathered is stored on a Secure Server
- 7.4.2 Password Protected Files
- 7.4.3 Suitable Firewalls in place which provides Malware protection
- 7.4.4 Hard copies of information are kept in locked filing cabinets with limited access



8. How Can You Access Your Data?

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You have the right to ask for Access to your personal data held by Us (where such data is held). Under the GDPR no fee is payable and We will provide the information in response to your request free of charge unless a request is manifestly unfolded or excessive, particularly if it is repetitive then a 'reasonable fee' can be charged.

Please contact Us using the information in Section 9.

9. Contacting Us

If You have any questions about this policy or do not agree with it, please contact sales@leadstransformer.co.uk; telephone +44 (0)113 2705596 or by post at Leeds Transformer Company Ltd. Larchfield Road, LEEDS, UK, LS10 1QP.

This policy DOES NOT apply to employee personal information. For further information on how We handle employee personal information or to exercise your employee rights please contact us at sales@leadstransformer.co.uk; telephone +44 (0)113 2705596 or by post at Leeds Transformer Company Ltd. Larchfield Road, LEEDS, UK, LS10 1QP.

Please ensure that your query is clear, particularly if it is a request for information that is held about You.

10. Changes to Our Privacy Policy

We regularly review and, where necessary, update Our privacy information from time to time (for example, if the law changes). Any changes will be posted on Our site. You should check this page regularly to keep up to date.

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