



## **Contract Energy Management Ltd**

Unit 15, Brentford Business Centre  
Commerce Road, Brentford, Middlesex TW8 8LG

### **Privacy Statement for customers and business contacts**

#### **We would like to continue doing business with you**

Contract Energy Management Ltd has been sending you business-related information, e.g. condition reports, quotations, latest information on product updates and future events. In addition, we have also contacted you via e-mail, phone to promote and market our services which we believe you might be interested in. We would like to continue doing so, and trust you are interested in continuing to receive this information.

On 25 May 2018, the new EU General Data Protection Regulation 2016/679 (GDPR) will take effect, so we would like to provide you with certain information about the data we process to send information to you.

Contract Energy Management Ltd is responsible as the controller of your data which we collect and process while doing business with you and your company. We respect your privacy and will protect any of your personal data that we process. All personal data is always processed in accordance with applicable data protection laws.

#### **Information on how we process your personal Data**

Personal information we collect, how do we collect it and what do we use it for?

In general, we collect your contact details (such as your address, email address and telephone number) and information such as your job position, which we may request from you. In addition, we collect the Personal Data you choose to provide to us, e.g. if you contact us by letter, telephone, email or any other means of electronic or personal communication.

Occasionally, your personal information may be supplemented by information retrieved from other sources, including searches via publically available search engines, public social media platforms, sector-specific newsletters and your employer's website, for the purpose of confirming professional position.

We will process your Personal Data if and to the extent applicable law provides a lawful basis for us to do so. We will therefore process your Personal Data only:

- a) if you have consented to us doing so;
- b) if we need it to perform the contract we have entered with you;
- c) if we need it to comply with a legal obligation; or
- d) if we (or a third party) have a legitimate interest which is not overridden by your interests or fundamental rights and freedoms. Such legitimate interests will be administrative or operational processes within Contract Energy Management Ltd.



ISO 9001-2008 – FS45786



Registered in England & Wales No. 2834802



### **What we use your Personal Data for:**

To conduct business and deliver our product and service to you and/or the company you work or act for.

To send you business related information, such as market and industry specific information and reports from our suppliers;

To send Invitations to meetings

To conduct direct marketing for products supplied via Alfa Laval & Cetetherm products and services to your company and/or organization.

### **Our basis for using your personal data**

As detailed above we rely on different legal basis for processing personal data. Although we may not currently rely or need to rely on consent for all the above purpose, we still like to have provided for such an opportunity.

### **Withdrawal of consent**

You can withdraw your consent at any time by contacting us at [info@cemuk.com](mailto:info@cemuk.com)

How we handle your data

Your personal data are held in a database by Contract Energy Management Ltd. We will process the personal data you provide to us in accordance with data protection standards required by applicable law. We will ensure that compliance with the General Data Protection Regulation (GDPR) or higher standards under other laws applicable to such personal data will be protected.

### **Data Retention**

Your data will be retained for no longer than is necessary and in accordance with our data retention policy. We will only retain your Personal Data for as long as necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, regulatory, accounting, warranty or reporting requirements.

Where your consent forms the basis for our processing, your personal data will be held for as long as we have a valid consent.

You may at any time withdraw your consent by requesting us to do so via [info@cemuk.com](mailto:info@cemuk.com)





## **Your rights**

You have rights as an individual which you can exercise under certain circumstances in relation to your Personal Data that we hold. These rights are to:

request access to your Personal Data (commonly known as a "data subject access request") and request certain information in relation to its processing;

request rectification of your Personal Data;

request the erasure of your Personal Data;

request the restriction of processing of your Personal Data;

Object to the processing of your Personal Data.

If you want to exercise one of these rights please contact us at [info@cemuk.com](mailto:info@cemuk.com)

## **Contact**

Please address any questions, comments and requests regarding our data processing practices to [info@cemuk.com](mailto:info@cemuk.com)

