

Lapline Ltd T/A Bartech Marine Engineering have created this Privacy Notice to ensure that we meet legal and regulatory requirements in regard to the Personal Data we collect about you. This Privacy Notice explains what data we collect, why we collect it, who we share it with and how we protect it. We also detail how you can complain to us or the Supervisory Authority, whose contact details are listed in Appendix A.

What personal information do we collect about you?

The information we collect about you, is information you have provided to us upon reaching our website, this data includes:

- IP address
- Cookies
- Clicks

Google analytics is in use for this purpose.

How will Bartech use your information?

Bartech will use this information to improve your experience of our website. We use the data listed above to improve our website services and deliver a better experience to our customers.

Bartech will not sell your information to third parties and we do not transfer this data outside of the European Economic Area (EEA). The information Bartech holds about you will only be used for the above purposes and will be retained no longer than 3 years.

Information Sharing

Bartech will only share the data listed above in the following circumstances:

- Where criminal activity is suspected, we may share this information with law enforcement agencies upon their request – this excludes private investigators. Bartech will not disclose Personal Data in this instance.
- We share the data listed above with our website provider

How will Bartech protect your information?

Bartech use a range of security techniques to protect Personal Data, these are, but are not limited to:

- Robust and up to date anti - malware programs are utilised;
- Secure data disposal;
- Control of Third Parties via security assessment

Your Rights

Bartech observes and complies with Data Subjects' rights by ensuring that you can have access, upon request, to any of the data we hold about you. You have other rights in regard to your Personal Data that you may exercise where Bartech have no legal basis to reject your request, these rights are:

- You may object or restrict our handling of your data and to restrict direct marketing
- You may have access to your data and have it delivered to you in a portable, readable and useable format
- You may have your data corrected or updated at any time if you believe the data we hold is incorrect
- You may have your data erased from our systems when we have no legal reason for retaining it

Appendix A

The contact information provided below is to enable Bartech customers to exercise their rights in regard to their own personal data. If you wish to exercise your rights as detailed above, please contact the IT Director who will respond to you within 30 days.

Relevant contact information:

Matthew Barnett
mbarnett@bartechmarine.com
01206 791552

If you wish to make a complaint about the way Bartech handles your data, please contact the Information Commissioners Office (ICO) on the below contact details:

Information Commissioners Office (ICO)
Wycliffe House
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate)

Or you can use the online service which allows you to make a complaint using the online form. You can report a breach, a concern or even just request more information. The ICO online can be found here:

<https://ico.org.uk/global/contact-us/>