



Privacy Policy

Our contact details

Name: ATEC-3D Ltd
Address: Unit 5 Kingsmead Industrial Estate,
Parkfarm, Folkestone, Kent, CT19 5EU
Phone Number: 01303 311287
E-mail: info@atec-3d.com

The type of personal information we collect

We currently collect and process the following information:

Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To allow us to send information to you
- To allow us to provide our service to you

We use the information that you have given us in order to

- Maintain records as required by the CAA in case of audit
- Continue to provide services to you

We may share this information with the CAA or their appointed organisation.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@atec-3d.com
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We have a legitimate interest.

How we store your personal information

Your information is securely stored on a secure storage device in a locked location, paper copies are secured in a locked filing cabinet in a locked location.

We keep training records for 5 years. We will then dispose your information by digital deletion and shredding of paper records.

Your data protection rights

- Under data protection law, you have rights including:
- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@atec-3d.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@atec-3d.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Text Box