

Privacy Notice

1. Introduction

This Privacy Notice explains the types of personal data we may collect when you interact with us, and how we use it. Personal data is any information (either electronic or on paper) relating to a living individual who can be identified from that data. The way we deal with personal data is governed by the General Data Protection Regulation (GDPR).

2. Who Are We?

CircuitWorx is the trading name of CircuitByte Ltd, a limited company registered in England & Wales (Company No. 09064777). We provide electronics design and manufacture, software design and related services to our clients. You can contact us with any enquiries relating to this statement or how we use information about you, including if you would like us to stop contacting you; details of how to contact us are at the end of this statement.

3. How and why do we process your personal data?

We comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; and by protecting personal data from loss, misuse, unauthorised access and disclosure

We use personal data for the following purposes:

- to contact our clients in the provision of our services to them;
- to contact other businesses who may be interested in our services;
- to contact previous clients or business associates to maintain our professional relationship with them;
- for recruitment, to assess whether job applicants are suitable for any roles we have available now or in the future;
- for site security.

We do not undertake any automated decision making with your personal data.

4. What is the legal basis for processing your personal data?

- CircuitWorx process personal data in the preparation or fulfilment of contracts e.g. when we have been approached with an enquiry or when we are working on a project for a client. Examples of this data include name, job title, company and business contact details.
 - The lawful basis for processing this data is “Contract”.
- CircuitWorx process personal data to contact potential, current and former clients to maintain our professional relationship with them. Examples of this data include name, job title, company and business contact details.

- The lawful basis for processing this data is “Legitimate Interests”; a Legitimate Interests Assessment has been performed.
- CircuitWorx process personal data for recruitment purposes. Examples of this data include name, contact details, current and previous employment details, education details, and personal references.
 - The lawful basis for processing this data is “Legitimate Interests”; a Legitimate Interests Assessment has been performed.

5. When and how do we collect your personal data?

We collect your personal data when you contact us (either via our website, by email, by phone or in person) to enquire about our services or job opportunities, or to offer us your services. We may additionally collect your personal data by browsing publicly available sources, for example your company’s website or social media profile. We may use CCTV on-site for security purposes.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and we have appropriate processes in place to ensure its security. We will use your personal data only for CircuitWorx business activities and will not sell your data to any third party. Where appropriate, in the course of fulfilling your enquiry or order we may share your contact details with other carefully selected businesses or individuals (e.g. industrial designers, component manufacturers, distributors). We may use external providers to help us process and secure your data; where we do so, we carefully check that they have adequate procedures in place to keep your data safe, even if the data is processed outside the EEA. If you wish to know more information about our data processors please contact our Data Protection Champion.

7. How long do we keep your personal data?

We only keep your data for as long as we need to and after that ensure it is securely disposed of. Specifically, personal data collected for recruitment purposes will kept for at least six months and may be kept for up to five years since the date of last contact. Please let us know if you do not wish us to keep your data for contacting you regarding future job opportunities.

8. Your rights

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability

- The right to object
- Rights in relation to automated decision making and profiling.

You also have the right to withdraw consent at any time, where relevant, and the right to lodge a complaint with a supervisory authority. Further information about these rights can be obtained from the [Information Commissioner's Office](#).

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

You can contact our Data Protection Champion by email office@circuitworx.co.uk or telephone (01722 349060).

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.