

# Privacy Notice

## 1. Introduction

Microscope Service and Sales (the Company) is committed to protecting your personal information. This Privacy Policy explains how we obtain, use and protect any personal information about you.

## 2. The information we obtain about you

We may obtain, record and use the following types of information

- a) your contact details, which may include your name, postal address, email address and telephone number, which are obtained when you purchase an item or service or when you have you communicated with the Company, whether through our website or by other means;
- b) summaries of our communications with you;
- c) your company's bank account details, which you provided if you make payments to us or we make payments to you.
- d) details of payments you have made to the Company;

## 3. How we use your information

The information which we obtain about you will be used for

- a) the legitimate administration of the Company, including
  - communicating with you in relation to your ongoing work with us.
  - Responding to new enquiries from you in relation to products and services.
  - Requesting feedback from you about our goods and services.
  - Settling any outstanding payments relating to work carried out by the Company.

## 4. Disclosure of your information

Your information may be disclosed to employees of the Company as it is reasonably needed for the administration of the Company.

The Company will not share your information with any third party, in the UK or abroad, except as detailed in section 3 above or if required to do so to meet legal obligations.

## 5. Protecting your information

We take reasonable precautions to prevent the loss or misuse of your personal information, including encryption and/or password protection.

We recognise that information sent by email or sent unencrypted over the internet is not secure and will not send personal information in that way unless you explicitly ask us to do so.

## 6. Retaining and deleting your information

We will retain your information only while it is required for the administration of the Company or to comply with legal or regulatory requirements.

Your information will normally be deleted from our current records after we have had no contact from you for seven years,

## **7. Your rights**

Amongst your rights under the General Data Protection Regulations are

- a) the right to see the information which we hold about you; we will provide this within 30 days, subject to you providing suitable evidence of your identity;
- b) the right to have data corrected; please let us know of changes to your personal information, such as your address, so that we may update our records;
- c) the right to object to us processing your information; if you object we will not be able to contact you about your ongoing work with us.

For full information about your rights, you should consult the relevant laws and guidance from the Information Commissioner's Office.

## **8. Our website and cookies**

The Company's website [www.microscopy.uk.com](http://www.microscopy.uk.com) uses cookies and the Cookies policy is available on the website or on request.

The Company's website may include links to third party websites. Although these links are included in good faith, the Company is not responsible for third party websites. These sites may use cookies, which should be the subject of their site owner's Privacy Policy.

## **9. Updating this Privacy Notice**

We may update this Notice from time to time. The current version of the Notice may be found on the Company's website and will include the date of the revision.