



Zeal Electronics Ltd  
Church View Business Park  
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t: 01246 252430  
[www.zeal-electronics.co.uk](http://www.zeal-electronics.co.uk)

## Privacy Policy

### 1. Commitment

Zeal Electronics Ltd (ICO registration ZA327530) take your privacy very seriously. This Privacy Notice is intended to set out your rights and answer any queries you may have about your personal data. If you need more information, please contact:

Zeal Electronics Ltd -

Data Protection Officer

Dean Measey

Unit 7A

Zeal Electronics Ltd

Chesterfield

S45 9HA

[dean.measey@zeal-electronics.co.uk](mailto:dean.measey@zeal-electronics.co.uk)

### 2. Information We Collect

The only personal data we actively collect and retain is that of Customer and Supplier Point Of Contact (POC) details.

- Generally, this consists of:
- Your name
- Your work address, email address and / or phone number
- Any information that you directly provide emails or minutes from meetings conducted.

### 3. How we use your personal data.

This information you may have provide directly to us or has been collected from a third-party source i.e. google analytics. In each instance we will verify that the information is mutually agreeable to share and only in the interests of a working relationship.

## ELECTRONIC ASSEMBLY CONTRACTORS

surface mount assembly, general assembly and test, cable harnesses, encapsulation,  
computerised engraving, hot wire bending  
company registration 4610251 V.A.T. no. 828222632



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This information will not intentionally be shared, and it will only be communicated with the consent of those concerned. It in this instance is only to ensure the timely realisation of products or services and is under the auspice of disclosure of personal data to third party suppliers where agreed. We may also share your information with our bankers or finance providers.

We may, however, be directed under the purposes of legal requirements to provide POC details and are duly bound as are others to comply with this.

#### **4. Retaining and deleting personal data.**

We will not keep your personal information for any purpose for longer than is necessary and will only retain the personal information that is necessary in relation to the purpose.

If you want to know what personal data, we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held).

This is known as a “subject access request”. All subject access requests should be made in writing and sent to the email or postal addresses shown in Section 1.

We will respond to your subject access request within one week and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. You will be kept fully informed of our progress.

#### **5. Additional Information.**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be updated and promulgated on our website [www.zeal-electronics.co.uk](http://www.zeal-electronics.co.uk)

*Further information about your rights can also be obtained from the Information Commissioner’s Office or your local Citizens Advice Bureau.*