

Astron Systems Privacy Policy

Our contact details

Name: Astron Systems

Address: 30 Upper High Street, Thame, Oxfordshire, England, OX9 3EZ

E-mail: hello@astronsystems.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:

- For communications with Astron Systems Ltd, for example by email or call.
- For company internal records (For directors and employees only)

We use the information that you have given us to aid with future communications and for internal record keeping.

We may share this information with governing authorities as and where legally required.

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 privacy@astronsystems.com

This pertains to data used for the purposes of communications or which otherwise Astron Systems Ltd has no contractual or legal obligation to hold.

(b) We have a contractual obligation.

This pertains to data which must be retained by Astron Systems Ltd relating to a contract for which Astron Systems Ltd must retain such data.

(c) We have a legal obligation.

This pertains to data, such as director details or employment records, that must be kept to comply with relevant legal authorities.

How we store your personal information

Your information is securely stored by Astron Systems Ltd or by appropriately secured third parties with authenticated access control implemented, including privateemail.com and Microsoft.

Data Retention

Personal information collected shall be retained by Astron Systems Ltd only whilst such data is required for on-going communications and business activities or to fulfil contractual or legal obligations and for a short period thereafter no longer than 2 years. You can request deletion of any personal data held by Astron Systems Ltd, which you have a right under GDPR to request deletion of, at any time by contacting privacy@astronsystems.com.

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 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 privacy@astronsystems.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 privacy@astronsystems.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>