

## **4Cast Solutions Ltd GDPR Privacy Notice**

### **About us**

Company Name 4 Cast Solutions Ltd

Company Number: 04832747

Postal address: 5 Orchid Meadow, Chepstow, Mon, NP16 6HP

4Cast Solutions Ltd will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information. This does however include name, address, email, phone number.

### **Why we need your data**

We need to know your basic personal data in order to maintain a normal supplier/customer relationship and provide you with on-going organisational updates and with information about our products and services and keep you informed about new products and services. We will not collect any personal data from you we do not need to provide products and services to you on an ongoing basis.

### **What we do with your data**

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website.

### **How long we keep your data**

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

### **What we would also like to do with your data**

We would however like to use your name telephone number and email address so we can provide you with information about our products and services and keep you informed about new offers, products and services. This information is not shared with third parties and you can unsubscribe at any time via phone, email or our website. Please indicate below if this is something you would like to sign up to.

Please sign me up to receive details about future offers from [info@4castsolutions.co.uk](mailto:info@4castsolutions.co.uk)

### **What are your rights**

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated.  
[info@4castsolutions.co.uk](mailto:info@4castsolutions.co.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office  
<https://ico.org.uk/>

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page.  
This privacy policy was last updated on 2<sup>nd</sup> May 2018.

**How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

by email: [info@4castsolutions.co.uk](mailto:info@4castsolutions.co.uk)

by post: 4Cast Solutions Ltd 5 Orchid Meadow, Chepstow, Mon, NP16 6HP