



Privacy Notice

Who We Are

Fantastec Ltd ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Fantastec Ltd's registered office is at Unit 2A, Partington Street, Failsworth, M35 9RD and we are a company registered in England and Wales under company number 10048270 We are registered on the Information Commissioner's Office Register; registration number ZA334246 and act as the Data Controller when processing your data. Our designated appointed person is Michael Johnston who can be contacted at 0161 947 0659 or emailed on [gdpr@fantastec.co.uk](mailto:gdp@fantastec.co.uk)

Information That We Collect

Fantastec Ltd processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from you is: -

- Name
- Company name
- Personal Email or Business Email (Depending on which you provide)
- Contact phone number

We collect this information via our online contact us form

How We Use Your Personal Data (Legal Basis for Processing)

Fantastec Ltd takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time



Your Rights

You have the right to access any personal information that Fantastec Ltd processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Fantastec Ltd uses McLennon Davies Accountancy to do our tax returns and they act in the capacity of a processor on our behalf. The only information we provide them with is your name, address and order details to meet business and legal requirements.

All processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.



Safeguarding Measures

Fantastec Ltd takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, **including:** -

- **Our website is encrypted using a SSL certificate. This means any information you submit via the site is encrypted.**
- **All computers used by our employees are encrypted and all security software used is kept to latest revision.**
- **Physical access to any data on our premises is limited to only employees with required access privileges and locked away behind lockable doors.**

Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. Fantastec Ltd does not transfer or store any personal data outside the EU.

Therefore, when you use our website, send us emails etc, the personal information you submit may be stored on servers which are hosted in Dublin, Ireland. Manchester or London based data centres.

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to Fantastec Ltd, however, as this information is required for us to provide you with our services/deliver your products/legitimate interests, we will not be able to offer some/all our services without it.

How Long We Keep Your Data

Fantastec Ltd only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. 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.



Lodging A Complaint

Fantastec Ltd only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

Fantastec Ltd
Mr Michael Johnston
gdpr@fantastec.co.uk
0161 947 0659

Offline Consent

Fantastec Ltd take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. If you consent to us collecting and processing your personal data, please sign below: -

Signature: _____

Print Name: _____

Time: _____

Date: _____

I confirm that I have been provided with a copy of Fantastec Ltd Privacy Notice & Terms & Conditions prior to giving consent

Online Consent

Fantastec Ltd take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Notice. If you consent to us collecting and processing your personal data, by submitting data via our contact us page or directly emailing us, that will be given as your consent.

Contact forms link through to our Privacy notice and you have to accept them before submitting.