***J M S Transformers. Ltd***

***20 Alpha Park, Mallard Road, Peterborough, PE3 8AF***

***Tel: 01733 760000, Fax: 01733 760004***

***Email jms@jmspower.co.uk***

Privacy Policy

Fundamental Principles   
  
JMS Transformers Ltd undertakes to protect your personal data and your privacy in compliance with current and upcoming standards and relevant practices. Applicable law and our practices change over time. If we decide to update our Policy, we will post the changes on our email signature and websites. We strongly encourage you to read our Policy and regularly check for any changes. This Policy was last modified in May 2018.   
*This policy outlines our fundamental principles for the processing and management of personal data.*

How we collect information

JMS Transformers allows you to order products and services, make enquiries and subscribe to various kinds of materials through our websites. When you do so, the company collects personal data and receives information about transactions. JMS is unable to provide you with our products and services if you do not provide certain information to us, therefore we collect the following information from you when you become one of our customers: name, address, email, phone numbers (landline and mobile), and bank details. Or when you provide us with a credit account and become one of our suppliers: name, address, email, telephone numbers (landline and mobile), and bank details.

Security and Data uses

JMS protects your personal data using technical and organisational security measures. To prevent unauthorised access and ensure data accuracy, we use encryption when processing sensitive data. The information we collect is used to enable billing, provide information and deliver our product range. JMS also uses data to enhance our understanding of desired product ranges and changes. The processing of your data will only ever be done by the JMS group and JMS will not, without your consent, pass on this information about you to any third parties unless this is required by law or in direct connection with a product or service you have ordered from us.

JMS may also contact you through marketing purposes or through various promotions and specials offers. You have the right to withdraw your consent at any time by simply sending us an email. You are at any time entitled to view the data we hold about you. If you wish to be sent a copy of the data we hold or have any further questions please do not hesitate to contact us. All data requests will be addressed within two weeks of receipt of request.

JMS Transformers and the JMS Group make every effort to ensure the accuracy of the information that we process. If for any reason inaccuracies are found within your personal data, they will be rectified as a matter of urgency.

Telephone: 01733 760000  
Address: 20 Alpha Park, Mallard Road, Peterborough, PE3 8AF.  
Email Address: joe@jmspower.co.uk

Processing of personal data for customers

A client is registered as a customer with the JMS Group of Companies when placing an order for products. The customer base contains the contact details provided by the customer and information about the order. The personal data is used for the administration of the services, delivery and for marketing of JMS goods and services. Approval of the processing of personal data is necessary in order to be a customer of JMS Transformers or the JMS Group of Companies.

The data may be managed by a data processor within JMS who assists in communications with the customer. The processor will only use the data for the purpose for which the customers’ personal details have been collected. We will keep your personal information for as long as we have reasonable business needs, which include managing our ongoing relationship with you.  Thereafter we will keep your personal information in line with legal and regulatory requirements or guidance.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way.  We limit access to your personal information to those who have a genuine business need to know it.  Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach.  We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

JMS processes customer data through a customer database through the means of a legitimate business interest. As sole holders of customer data JMS are solely responsible for all processing. A customer has the right to access their data and can request by means of a Subject Access Request to have all information the companies holds. Should the customer desire for their data to be removed and change their consent they should notify JMS immediately using the contact details below.

If the customer does not want their data to be used for marketing or promotional purposes, the customer is requested to contact JMS via e-mail at [joe@jmspower.co.uk](mailto:joe@jmspower.co.uk).