

Our contact details:

OTM Servo Mechanism Limited
The Avenue
Egham
Surrey
TW20 9AL
United Kingdom

Tel: +44(0)1784 433155

Email: dataprotection@otmservo.com

The type of personal information we collect:

We currently collect and process personal identifiers, contacts and characteristics (for example, name and contact details).

How we get the personal information and why we have it:

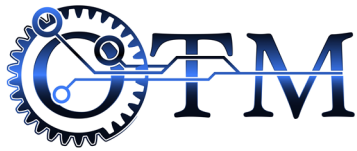
Most of the personal information we process is provided to us directly by you because you wish to contact us, or for us to contact you.

We also receive personal information indirectly, from the following sources such as the use of cookies.

We use the information that you have given us in order to contact you by email or phone.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You may remove your consent at any time. You can do this by contacting dataprotection@otmservo.com.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.



How we store your personal information

Your information is securely stored in the United Kingdom.

We keep personal information for a one year period, we will then dispose your information by secure deletion.

Your Data Protection Rights

Under data protection law, you have rights including:

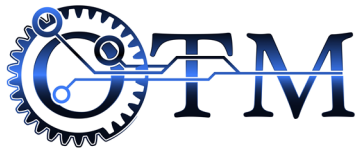
- Right of **access**: You have the right to ask us for copies of your personal information
- Right to **rectification**: You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Right to **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
- Right to **object to processing**: You have the right to object to the processing of your personal information in certain circumstances
- 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 using the details below if you wish to make a request.

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How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us via the contact details.

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
United Kingdom

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Steve Johnson
Reviewed 02/03/2022