

	General Engine Management Systems Ltd.	
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GEMS Privacy Policy

This privacy policy will explain how General Engine Management System Ltd (GEMS) uses the personal data we collect from you when using our services.

What data do we collect?

- Personal identification information (name, company name, email address, phone number, etc.)

How do we collect your data?

- When provided to us for the purpose of placing an order, getting a quote or starting an account
- Voluntarily submit an email address for receipt of our newsletter
- Voluntarily submit an email address for use of our online forum

How do we use your data?

- Process your order, manage your account, contact you regarding your order, providing order/product support
- Email you with our newsletter (only when requested)

We do not share the data we receive with any third parties

How do we store your data?

Our company stores your data at the offices of GEMS. The location is only accessible by staff. The data is stored in secure databases.

Any security sensitive information (e.g. credit cards) are encrypted, with only authorised personal having access. Once used this information is deleted permanently.

Marketing

Our company may use your information to send you information on our products and services. We only do this when requested.

If you have agreed to receive marketing, you may opt out at any time. You can do this either by unsubscribing from the email or contacting us directly: gems.co.uk/contact.

What are your data protection rights?

The right to access – You have the right to request GEMS for copies of your personal data free or charge.

The right to rectification – You have the right to request that GEMS correct any information you believe is inaccurate.

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The right to erasure – You have the right to request that GEMS erase your personal data

The right to restrict processing – You have the right to request that GEMS restrict the processing of your personal data, under certain conditions

The right to object to processing – You have the right to object to GEMS processing your personal data, under certain conditions.

The right to data portability – You have the right to request that GEMS transfer the data that we have collect to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights please contact us at one of the following:

Email: info@gems.co.uk

Phone: +44 1784 470525

Post: GEMS, Crabtree Road, Egham, Surrey, TW20 8RN, UK

What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

How do we use cookies?

GEMS use cookies to improve the functionality on our website, including:

- Keeping you signed in
- Understanding how you use our website

How to manage cookies

You can set your browser to not accept cookies. Some functionality of the website may not be available as a result.

How to contact us

If you have any questions about our privacy policy, the data we hold on you, would like to exercise one of your data protection rights, or would like to make a complaint, please contact us:

Email: info@gems.co.uk

Phone: +44 1784 470525

Post: GEMS, Crabtree Road, Egham, Surrey, TW20 8RN, UK