Cambridge Design Technology Privacy Statement

Cambridge Design Technology is committed to protecting personal data and this privacy statement describes why and how we collect and use personal data that is provided to us by individuals through our website or other means such as email.

We may use personal data provided to us for any of the purposes described in this privacy statement or as stated at the collection stage.

Personal data is any information that relates to an identified or identifiable living person. Cambridge Design Technology collects personal data and process it for various purposes (detailed in our “Use of Personal Data” policy).

Security controls
We have IT security measures in place to help protect business and customer data.

When and how we share personal data
We may need to share personal data but will only do so in accordance with data protection legislation in the course of our business activities. If we do share data, we employ legally binding confidentiality statements to protect the data, ensuring that we comply with relevant data protection, confidentiality and security standards.

Third party organisations
Personal data held by Cambridge Design Technology may be transferred and/or shared with third party organisations that provide services to us. We use third parties to support us in providing our services and to operate business systems which they may have supplied to us.

Examples of such third-party organisations include:

- Providers of services including IT support, marketing, technology, business consultancy and other providers necessary to the operation of our business and delivery of services;
- Cloud based software as a service (SAAS) providers including accounting and customer relationship management systems;
- Website hosting and maintenance providers;
- Data back-up, security and storage service providers.

Privacy statement changes
Cambridge Design Technology will review and update this privacy statement periodically. This privacy statement was last updated on 4th May 2018.

Right of access to personal data
Individuals have a right of access to personal data held on them by Cambridge Design Technology. To exercise this right, please emailing info@cambridge-dt.com. We will aim to respond promptly to requests for information submitted under right of access and certainly within the legally binding time limit.

**Right to update personal data**
Individuals have the right to update any personal data submitted to us. To submit an update request, please email info@cambridge-dt.com. We will aim to implement requested data updates promptly.

**Withdrawal of consent**
Individuals who have previously provided consent for processing of data have the right to withdraw that consent at any time. To withdraw consent to our processing of your personal data please email info@cambridge-dt.com. To stop receiving emails from a Cambridge Design Technology email list, simply use the unsubscribe link in the relevant email.

**Right to erasure**
Individuals have the right to request that personal data held on them is erased or deleted from the Cambridge Design Technology database and the right to object to our processing of personal data. To request deletion or object to processing of your data please email info@cambridge-dt.com.

**Complaints process**
If you wish to complain about Cambridge Design Technology’s use of your personal data, please email details of your complaint to info@cambridge-dt.com. We will aim to investigate and respond to complaints promptly.

You also have the right to complain to the Information Commissioner’s Office (ICO) about Cambridge Design Technology’s use of your personal data. Information about how to complain can be found on the ICO website.

**Data controller information**
The data controller is Cambridge Design Technology Limited registered in England under registration 09398332 and with its registration address at Cambridge Design Technology, Eldo House, Bury St Edmunds, IP32 7AR.

If you have any questions about this privacy statement or how and why we process personal data, please contact us at:

Cambridge Design Technology
St John’s Innovation Centre