General Data Protection Regulations (GDPR) Policy

INTRODUCTION

Groupbridge is committed to protecting and maintaining your privacy. We comply with data protection laws that are applicable in respect of data processing within the UK. Groupbridge determines the purposes and the manner in which personal data is processed. Along with our business and internal computer systems, and data protection and client, employee privacy we work in compliance with the following legislation:

- UK Data Protection Act 1988
- EU Data Protection Directive 1995
- EU General Data Protection Regulation 2018

Our core beliefs regarding user privacy and data protection are:

- Client/employee privacy and data protection are human rights
- We have a duty of care to the people within our data
- Data is a liability, it should only be collected and processed when absolutely necessary
- We will not sell, rent or otherwise distribute or make public your personal information

INFORMATION WE MAY COLLECT FROM YOU

To facilitate your interest in Groupbridge, we may collect and process the following data about you:

Personal data only when you actively enquire about our products:

- Name
- Place of work
- Position

Contact information including email address Postal address:

- Your interests and motives regarding the technology
- Your computer IP address
- The method in which you found our website
- Various information stored in third party cookies

HOW WE WILL USE YOUR INFORMATION

We will use the information held about you for the purposes for which it was provided to us as stated at the point of collection (or as may be obvious in the context of collection). Your personal data will be used by us in the following ways:

- To respond to your enquiries
- To send you information you have requested
- To improve our business and the service and/or products we provide
- To facilitate any interest in a career at Groupbridge
- For market research purposes

We do not collect or compile personal data for release or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties.

We must have a legal reason to process your personal information. Your information will usually be processed to meet our legitimate interest to facilitate your interest in our business. In those few cases where your consent is required, this will be communicated to you at the point of collection.

INFORMATION STORAGE AND RETENTION

We have in place security measures to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate.

We will keep your personal information for at least as long as we have a relationship with you. When deciding how long to keep your personal information after our relationship with you has ended, we take into account our legal, regulatory and professional obligations.

YOUR RIGHTS

You have rights regarding your personal information, including the right to access, correct, delete, restrict or object to our use of it. We would encourage you to inform us if the information we hold about you is no longer accurate. We *may* need extra information from you to deal with any request. If you would like to discuss or exercise these rights, please contact us at enquiries@groupbridge.co.uk. If you do not want us to process your data, then we *may* not be able to facilitate your interest in our business.

In the event that you have cause for complaint please contact us and we will follow up with you to resolve this. If you have a data privacy related complaint, you also have the option to direct your complaint to the Information Commissioner's Office (ICO).

DATA BREACHES

We will report any unlawful data breach to any and all relevant persons and authorities within 72 hours of the breach if it is apparent that personal data stored in an identifiable manner has been stolen.

HOW TO CONTACT US

Groupbridge Data Protection Officer
Steve Gibbons, Director, The Cold Store Complex, Grove Lane, Elmswell, Bury St Edmunds, Suffolk IP30 9HN
Telephone: 01359 240485
Email: enquiries@groupbridge.co.uk

CHANGES TO THIS POLICY

This policy is under regular review. This policy was last amended on 29th July 2020.

This policy may change from time to time in line with legislation or industry developments. We will not explicitly inform our clients or web users of these changes. Instead we recommend that you check this page occasionally for any policy changes. Specific policy changes and updates are mentioned in the changes log below.

S Gibbons (Managing Director) Date: 16th January 2026

Review Date: January 2027