

# **GDPR Policy**

### **Our Commitment to Your Privacy**

Your privacy is important to us here at proAV Limited so we have created a privacy policy in order to explain how we collect, store and handle your personal data.

## Why we collect your data

We want to give you the best possible experience with proAV Limited and the data we hold about you helps us personalise our recommendations for products, services and the latest audio visual technologies.

#### How we collect your data

We collect information in a few ways, including where you share information with us. This can be in the form of a completed website contact form, exchange of business information such as a business card and as part of a genuine opportunity.

# How we store your data

All information you provide is securely stored on our customer relationship management system and if you have opted-in for our newsletter, your information is also stored on our online email platform hosted by a third party.

#### **Know your rights**

You have rights regarding your personal data, these include seeing what data we hold and updating your information. If you would like to view our Privacy Policy then please visit our website at any time.

#### **Requesting Access to Your Data**

Under GDPR, you have the right to request access to the personal data we hold about you. If you would like to request a copy of your data or have any concerns about how we manage your information, please contact us by email at dpo@proav.com or via post at:

- FAO Data Protection Officer
- proAV Limited, Gladstone House, Crabtree Office Village, Eversley Way, Egham TW20 8RY

We will respond to your request within one month, as required by law. For security purposes, we may require further information from you to verify your identity before processing your request.