



PRIVACY POLICY

This privacy notice tells you about the information we collect from you when you use our website. In collecting this information we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Who are we?

We are Keihin Europe Ltd. Our address is 11 Park Circus, Glasgow, G3 6 AX. You can contact us by post at this address, by email using the “Contact Us” form or by telephone on +44(0) 141 348 7730.

Any enquiries about our use of your personal data should be addressed to the contact details above or if you wish your enquiry to be anonymous please direct your enquiry to <mailto:dpo@enobyte.com>.

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When you use our website

In order to provide you with this website, your browser will automatically send information to our servers such as IP address, HTTP status etc. where it will be stored for 7 days before being automatically deleted.

This processing is based on our legitimate interest to provide you information about our services when you use our website to browse our products and services and view the information we make available, a number of cookies are used by us and by third parties to allow the website to function, to collect useful information about visitors and to help make your user experience better.

Some of the cookies we use are strictly necessary for our website to function, and we don't ask for your consent to place these on your computer. These cookies are shown below:

Cookie Name	Purpose	Further Information
ASPXAdmin	Stores the logged in admin	
ASP.Net_SessionId	Used by .net to keep track of the users session	
Smartbug-1	Used to keep track if smart bug is enabled or not	
SearchTableState	Keep track of admin search table states	URL: Any admin listing page

At this time we don't use those cookies that are useful but not strictly necessary, if we choose to use these in the future we will always ask for your consent before placing them.

As well as the cookies we use, various third parties who also place them on your computer, these are shown below:

Cookie Name	Purpose	Further Information
ui-tabs-*	Used by 3 rd party JS for tab controls	
.ui-tabs-selected	Selected tab for 3 rd party JS for tab controls	
_utma	Google Analytics uses the information from this cookie to calculate things like days and visits to purchase	This is a persistent cookie. It keeps track of the number of times a visitor has been to the site pertaining to the cookie, when their first visit was, and when their last visit occurred.
_utmb	Used to determine new sessions/visits. Cookie is created when the java script library executes and no existing _utmb cookies exists	Updated every time data is sent to Google Analytics
_utmc	Not used in ga.js. Set for interoperability with urchin.js.	Historically, this cookie operated in conjunction with the _utmb cookie to determine whether the user was in a new session/visit.
_utmz	Stores the traffic source or campaign that explains how the user reached our site	Cookie is created when the java script library executes and is updated every time data is sent to Google Analytics.
_utmt	Used to throttle request rate (Google Analytics)	



When you submit an enquiry via our website

When you submit an enquiry via our website, we ask you for your company name and contact email address.

We use this information to respond to your query, including providing you with any requested information about our products and services. We may also email you several times after your enquiry in order to follow up on your interest and ensure that we have answered your enquiry to your satisfaction. We will do this based on our legitimate interest in providing accurate information.

Your enquiry is stored and processed as an email which is hosted by Microsoft with the European Economic Area (EEA). It is also logged on a CRM system on a cloud server based in Chicago, USA. Our website provider is compliant with the privacy shield. We have a Data Processor Agreement with our website provider which is available as an Annex to this document to protect your data.

We do not use the information you provide to make any automated decisions that might affect you.

We keep enquiry emails for 2 years, after which they are securely archived and kept for 7 years, when we delete them. CRM records are kept for 3 years after the last contact with you.

Your rights as a data subject

By law you can ask us what information we hold about you, and you can ask us to make a correction to it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time. If consent is revoked we will immediately stop processing your data. Data processing that took place before your revocation is not affected. Please use the contact details contained on page 1 “Who are we?” to make a Data Subject Request.

If we are processing your personal data for reasons of consent or **legitimate interest, you can request that your data be erased.**

You have the right to ask us to stop using your information of a period of time if you believe we are not doing so lawfully, or where you, The Data Subject, needs the data for legal claims but it is no longer required by us.



Your right to complain

To submit a request regarding your personal data by email, post or telephone, please use the contact information provided in the “Who are we?”, section of this policy.

If you have a complaint about our use of your information, we would prefer that you contact us directly in the first instance so that we can address your complaint.

However, you can also contact the Information Commissioner’s Office via their website at www.ico.co.uk/concern or write to them at:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Updates to this privacy policy

We regularly review and, if appropriate, update this privacy policy from time to time, and, as our services and use of personal data evolves. Should we wish to make use of your personal data in a way that we haven’t previously identified; we will contact you to provide information about this and, if necessary, to ask for your consent.

We will update the version number and date of this document each time it is changed.