

**Last updated: 24<sup>th</sup> November 2020**

## **1. Privacy statement**

- 1.1 TEK Refresh Ltd and its affiliates ("TEK Express", "TEK Refresh" "us", and "we") respect your right to privacy. At TEK Refresh, we look after your personal information carefully. We adhere strictly to the requirements of UK data protection law and, in accordance with current law, we are registered on the public register of data controllers which is looked after by the Information Commissioner.
- 1.2 This Privacy Notice tells you who we are, how we collect, share and use information which identifies you ("personal information") and how you can exercise your privacy rights. This Privacy Notice applies to personal information that is provided by our clients (your employer) and managed on our helpdesk ticket system. Please do take a moment to read this Privacy Notice so that you will understand how we use your personal information.
- 1.3 If you have any questions or concerns about our use of your personal information, then please contact us using the contact details provided at the bottom of this Privacy Notice.

### Content of this Privacy Notice

We recommend that you read this Privacy Notice in full to ensure you are fully informed. However, if you only want to access a particular section of this Privacy Notice, then scroll down to the relevant section.

- [Section 2](#) - What does TEK Refresh do?
- [Section 3](#) - What personal information does TEK Refresh collect, and when?
- [Section 4](#) - Updates to this Privacy Notice
- [Section 5](#) - How to contact us

## **2. What does TEK Refresh do?**

- 2.1 TEK Refresh is a mobile device recycling service which help organisations focus on the best way to recycle their old redundant equipment.

## **3. What personal information does TEK Refresh collect, and when?**

- 3.1 TEK Refresh does not collect any personal data from our clients. Devices that are received from our clients are secure and any hard disk drives are erased using specialist software based on the US department of defence (DoD) method (7passoverwrite).

#### **4. Updates to this Privacy Notice**

- 4.1 We may update this Privacy Notice from time to time in response to changing legal, technical or business developments. When we update our Privacy Notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make. We will obtain your consent to any material Privacy Notice changes if and where this is required by data protection law.
- 4.2 You can see when this Privacy Notice was last updated by checking the "last updated" date displayed at the top of this Privacy Notice.

#### **5. How to contact us**

- 5.1 If you have any questions or concerns about our use of your personal information, please contact our data protection officer using the following details: [support@tekexpress.co.uk](mailto:support@tekexpress.co.uk).
- 5.2 The data controller of your personal information is your employer (our client) TEK Refresh Ltd will act as the data processor.