

## PRIVACY POLICY

### Introduction

Bohr is committed to protecting data and respecting the privacy of persons and organisations it deals with. This Privacy Statement explains when and why we:

- collect personal information about individuals;
- how we use it;
- the conditions under which we may disclose it to others;
- the lawful basis for processing;
- retention periods;
- how we keep it secure.

Bohr Limited is registered with the Information Commissioner's Office,. Under the UK General Data Protection Regulation (UK GDPR), you have rights as an individual which you can exercise in relation to the information we hold about you. You can read more about these rights on the ICO website.

### Personal Data

We hold names, phone numbers, addresses and email addresses for those that we provide products and services to and for those who request information from us, through the likes of our website. We also hold accountancy information for clients that have procured our products and services and for third party suppliers that we work with. Occasionally we may need to hold the country of residence if this is required for tax purposes.

Your personal information will be used to:

1. Provide you with products, services and support as requested you.
2. Where it is necessary for performing the contract we have entered into with you.
3. To satisfy our legal obligations, for example in relation to tax records.
4. To answer queries or provide information about our products and services when requested by you.
5. For accounting purposes.

If you are a supplier or a client we usually keep your details >5 years from the last exchange, as this allows us to provide ongoing support and information as needed.

### Access to Personal Information

Bohr aims to be as open as it can, in terms of giving individuals access to their personal information. You can find out your rights with regards to your personal information, including data storage, access and retention periods, by contacting us and making a request, in accordance with Chapter 3 of UK GDPR. We will not make a charge for this information, however if the request is particularly complex or if there are numerous requests, then the timescale for our response may be extended. If we need to ask for such an extension, we will notify you of the extension within one month of the receipt of the Subject Access Request, including the reasons for the delay. If we do hold information about you, we will give you a copy of the data, tell you why we are holding it, and tell you who it is being disclosed to. On rare occasions we may refuse requests if, for example this involves the disclosure of another individual's data or for legal reasons. To make a request for access to any personal information we may hold, you need to put the request in writing, addressing it to [accounts@bohreng.com](mailto:accounts@bohreng.com), or by writing to our postal address provided below. You may also object to this processing or wish to make corrections to the data. If you wish to make any such request please make this clear in your request.

### Data Processing

Bohr use an online CRM called Xero, which will be reviewed quarterly to ensure accuracy of information, date of last contact and required retention period and the reason for the data being stored. This will ensure that only valid and accurate information is being stored and any unnecessary or historical data is archived and not kept on record.

### **Bohr Online**

We use Google Analytics to collect internet information such as number of visitors to our [www.bohrens.com](http://www.bohrens.com) website. Search queries and results are logged anonymously by our Marketing team to help us improve our website and search functionality. No user-specific data are collected by either Bohr or any third party. Bohr utilises security software on the website, to protect both the website and its users. This service processes the IP addresses of visitors to the website. We use cookies to analyse website traffic and optimise your website experience. By accepting our use of cookies, your data will be aggregated with all other user data. Any cookies that may be used by this website are used either solely on a per session basis or to maintain user preferences. Cookies are not shared with any third parties.

### **Registration to Access Information**

When individuals or a business fill in a registration form to obtain information or make an enquiry via our website, they are asked to provide the contact details of the relevant person. This information is used for Bohr's marketing purposes and for the purpose of fulfilling the enquirer's specific request. The information will not be shared with any third parties or used for other purposes.

### **Links to other Websites**

This privacy policy does not cover the links within our website which redirect you to other websites. We encourage you to read the privacy statements on any other websites you visit, to satisfy yourself that those organisations comply with protecting your personal information under UK GDPR.

### **Social Media**

We use third party providers such as LinkedIn, YouTube, and other social media as platforms for our social media interactions. If you send us a private or direct message via social media, the message will be stored by these sites in accordance with their privacy policies.

### **Employee Data**

If you are recruited by Bohr Limited, we are legally required to hold some types of information about you to fulfil our statutory obligations. For example, as per government guidelines, we are required to keep basic personal data on our employees, after which time it will be destroyed, unless the employee gives us their permission to retain their information for the purpose of employment reference provision. Other than to serve any compliance purposes, we hold employee personal information on our systems for as long as it serves the direct administrative and business development interests of Bohr, defined as 'legitimate interests' under the UK GDPR.

### **Data Security**

Bohr have implemented a secure data storage infrastructure, restricting access to only those that need it. Further to this, we have password protection on all of our IT systems and we have IT security software to protect all company held data.

### **Changes to this Privacy Policy**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We will also notify you in other ways from time to time about the processing of your personal information.

Signed on behalf of Bohr Limited,

Harry Jones  
23/02/2022  
Revision 1