

ARCHIGREEN Zöldtető Kft. - PRIVACY POLICY

This policy explains who we are, what personal information we process about you, and your rights under the General Data Protection Regulations. ARCHIGREEN Zöldtető Kft. is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

ARCHIGREEN Zöldtető Kft. collects information from visitors to www.archigreen.hu / www.archigreenltd.com - site usage data from server log files, e-mail information and contact registration details when you send an enquiry form or contact us via phone or meet us during any of our seminars, local or global exhibitions, domestic or international fairs etc.

Who are we?

ARCHIGREEN Zöldtető Kft., is one of Hungary's leading manufacturers and distributors of green roof systems and landscaping products. We supply the products present on our websites to various countries in the EU and round the globe. Our registered address is ARCHIGREEN Zöldtető Kft. • 117 Dózsa György rakpart • Győr H-9026.

What information do we process about you and why?

We may collect & process the following information about you:

Our website

Once you complete an enquiry form via the 'contact us' section of our website we ask for your: Name, Company, Job Title, Email Address, Address and Telephone Number. The information from this enquiry form is sent to info@archigreenltd.com where it gets processed by a member of our staff at the company. Often the information you have requested involves our products and services.

Like many other companies, we use Google Analytics, which is provided by Google, and we are bound to their terms of use which are in line with the principles of the General Data Protection Regulations. This means that when you visit our website, we may view your usage data which may include your IP address, geographical location, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use.

This data is only viewed for the purposes of analysing the use of our website. Our legitimate interests provide a legal basis for this use, more specifically monitoring and ultimately improving our website and services to best suit our website visitors.

MEDIACENTER HUNGARY KFT (6000 Kecskemét, Sosztakovics u. 2. em. 6.) manage and administer our website. They have access to the details supplied via the 'contact us' section of our website and via our e-mail server. They delete the data at regular intervals as decided by ARCHIGREEN Zöldtető Kft.

Enquiries

We will collect personal data over the phone if it is directly provided to us by you enquiring about our products and services, e.g., your e-mail address, name, home or work address and telephone number. The information will be recorded and stored within our CRM system – currently Kulcs-Számla és Készlet Prémium – following your verbal agreement.

Orders

When you request goods and/or services from ARCHIGREEN Zöldtető Kft. we will need to establish who is placing the order, the payment method and where the products are to be delivered. When booking deliveries from our facilities the couriers require details of a site contact in the event of any issue with the delivery. For this reason, we provide them with a name, telephone number as well as the site address. All details relating to orders including payments are very safe and secure here at ARCHIGREEN Zöldtető Kft. head office and any of our subsidiary branches/ offices.

On some occasions, direct orders with our suppliers will be required and the products will be delivered to you directly from them. This means that we need to provide our suppliers with your details. There are separate forms for bespoke orders, which are sent directly from our external suppliers.

With orders relating to ARCHIGREEN Zöldtető Kft., we retain information for at least 5 years following completion of a project. This is to be used internally should the need arise to refer to the details.

Approved Contractors

The first stage of becoming an approved contractor is the contractor assessment which needs to be carried out by a Regional Technical Manager/Technical Sales Manager. It involves gathering information about you/your company.

The information gathered is then safely and securely stored by the company.

Training courses

In order to book training courses, we require applicants' details. After successful completion of one of our ARCHIGREEN Zöldtető Kft training courses we then ask for further details from the operatives, such as contact numbers, home address, email address. We also share some of this information with the industry organisations such as ZÉOSZ – The Hungarian National Green Roof and Green Facade Builders Association.

Letter of credit (L/C) / Bank Guarantee

To assess customers or new potential customers who choose these forms of payment, ARCHIGREEN Zöldtető Kft shall request information including company and insurance details for our bank and insurance provider. This data is handled by the currently deemed appropriate financial institution(s) and we are bound to their terms of use which are in line with the principles of the General Data Protection Regulations.

Inspections

We process personal data for the purpose of carrying out inspections. The information you provide us with is used to generate an order/invoice for an inspection. It is also given to our partners and sub-contractors, so they have details of the project before attending site.

Marketing

From time to time we will contact our customers and potential customers with information regarding our products and services by post, email, phone. You will also be given the opportunity on every communication that we send you to indicate that you no longer wish to receive our direct marketing material. Our legal basis for marketing is either:

- You have given us consent whether that be written or verbally;
- It's in our legitimate interests and relevant to you and does not go against your rights and freedoms.

External Audits to ARCHIGREEN Zöldtető Kft.

ARCHIGREEN Zöldtető Kft work with a number of accrediting bodies for our ISO 9001:2015, ISO 14001:2015 and OHSAS 14001 certification. We regularly have auditors come and visit us to audit our work which means they have access to the paperwork we hold, which could include some of your personal data. We have privacy agreements in place with the companies that audit us. They are only able to view documents for the purpose of checking our compliance against their standards.

CPD Seminar

If you attend a seminar run by one of our staff members then we ask for your name, email address, company you work for and your position within the company. The form includes a privacy notice which states that by providing us with this information you consent to receive correspondence from us in the future including marketing material, attendance certificate and that you can opt out at any time. We never sell this information to 3rd parties.

Do we share anything else about you?

Unless it is to comply with legal obligations or to protect your vital interests, we do not share any of your personal data, apart from, in scenarios mentioned within this policy.

Your Rights

You have the right to access any personal data we may hold on you, and the right to have any inaccurate personal data corrected.

You can object to us processing your personal data or tell us to stop processing your data and we will retain just enough information about you to ensure the restriction is respected in the future.

Under the General Data Protection Regulations, you also have the right to request to be forgotten.

You have the right to file a complaint to the The Hungarian National Authority for Data Protection and Freedom of Information Office (whose details can be found right below) if you believe we are not processing your personal data in line with the principles and your rights under the General Data Protection Regulations:

Website: naih.hu
Address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c.
Postal address: 1530 Budapest, Pf.: 5.
Phone: +36-1-391-1400
Fax: +36-1-391-1410
E-mail: ugyfelszolgalat@naih.hu

Changes to our Privacy Policy

We keep our privacy policy under regular review.

This privacy policy was last reviewed and updated on 21st of May 2018.

Contact Us

Any questions regarding this Policy and our privacy practices should be sent by email to info@archigreenltd.com or in writing to ARCHIGREEN Zöldtető Kft., 117 Dózsa György rakpart, H-9026 Győr, HUNGARY.

For further information call us on: +36 70 2 999 383