

GDPR: DATA PRIVACY NOTICE FOR CLIENTS AND SUPPLIERS

This document is part of our Data Protection Policy Portfolio.

Please refer to the Introduction document to provide a definition of terms, outline of policies and the context in which this policy is set.

Introduction

We are committed to protecting and respecting your privacy.

This policy and any other documents referred to on it sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Your Data

The purpose of processing your data

We process your data to transact our normal business operations e.g. purchases and sales.

The categories of personal data concerned

With reference to the categories of personal data described in the definitions document, we process personal data such as your contact details.

We do not process your sensitive such as genetic data.

We do not special data such as your ethnic origin.

Our legal basis for processing your personal data?

Personal data (article 6 of GDPR)

Our lawful basis for processing your general personal data is for the processing necessary for the performance of a contract (e.g. a purchase or sale) with the data subject or to take steps to enter into a contract.

Providing us with your personal data

You are under no statutory or contractual requirement or obligation to provide us with your personal data but to facilitate a contract (e.g. a purchase or sale) we will require your contact details.

Transfer of Data Abroad

We do not transfer personal data outside the EEA

Automated Decision Making

We do not use any form of automated decision making based on personal data

Your rights

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

The right to request a copy of the personal data which we hold about you;

The right to request that we correct any personal data if it is found to be inaccurate or out of date;

The right to request your personal data is erased where it is no longer necessary to retain such data;

The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

Changes to our policy

Any changes we may make to our privacy policy in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Officer.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.