

Privacy Notice- Customers, Suppliers & Visitors

This Privacy Notice sets out what personal data, Plastek UK Ltd hold's about you and how we collect and use it. It applies to our prospective, current and future customers, suppliers and partners, as well as visitors to the Company's premises (referred to as 'you').

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other information that we might give you from time to time about how we collect and use your personal data.

This Privacy Notice applies from 25 May 2018, when the General Data Protection Regulation comes into force. We may update this Privacy Notice at any time.

Who is the controller?

Plastek UK Ltd is the "controller" for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Data controller details

Plastek UK Ltd is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows:

Plastek UK Ltd
Crown Farm Way
Forest Town
Mansfield
Nottinghamshire
NG19 0FT

Telephone; - 01623 662233

Email Address;- ukinfo@plastekgroup.com

Company Website; - <http://www.plastekuk.com>

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your engagement in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed.

What type of personal data do we hold about you?

The Company collects or may collect the following personal data:

Names • Contact details, including company name, email address, phone numbers and work address; • Job title; • Qualifications; • Car registration numbers • CCTV information, Security building entry card records, any drawings submitted or contracts made in entering into a working business relationship with you and the information needed to ensure we can have a contractual business partnership. Any other information necessary for the Company's business purposes.

Why do we hold your personal data and on what legal grounds?

We hold and use your ordinary personal data for our business purposes. Such uses include:

- Determining suitability of companies and individuals to act as suppliers or partners;
- Communicating with customers, suppliers, partners or visitors; • Maintaining records of visitors to the Company premises, for reasons of security and health and safety; • Complying with applicable laws; • Ensuring the security of company-held information; and • Such other purposes as are reasonably required by the Company.

Data protection law specifies the legal grounds on which we can hold and use personal data.

Most commonly, we rely on one or more of the following legal grounds when we process your personal data: Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (legitimate interest). For example to ensure effective business operations.

How do we collect your personal data?

Plastek UK Ltd collects data directly from you and your employer, as well as from publicly available sources (such as websites and marketing material) by means of forms, documents, meetings, phone calls and emails.

In some cases, we will collect data about you from third parties, such as Intermediaries who may act as an introducer.

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice the right of access. You have the right to access the data that we hold on you.

To do so, you should make a subject access request. You can read more about this in our Subject Access Request policy which is available from PlastekUK Ltd- HR Department.

- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Plastek UK Ltd Human Resource Department.

Who do we share your personal data with?

We may share your personal information with our employees, contractors and other parties in the course of normal business, as well as for the purposes of:

- Facilitating communications between ourselves, customers, suppliers and partners;
- Demonstrating our supplier's capabilities to current and prospective customers;
- Such other purposes as are reasonably required by the Company.

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such. Please see our data transfer security policy, if you wish to obtain a copy please contact the Human Resource Department at Plastek UK Ltd.

Consequences of not providing personal data

Failure to provide personal data above may result in an inability for the Company to work with you or communicate effectively.

One of the reasons for processing your data is to allow us to carry out our duties in line with your contract with us. If you do not provide us with the data needed to do this, we will be unable to perform those. We may also be prevented from confirming, or continuing with, your engagement with us.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need, which will be at least for the duration of your engagement with us though in some cases we will keep your data for a period after your engagement has ended. Retention periods can vary depending on why we need your data. You can submit a request to the HR Department to find out your retention period.

Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Transferring personal data outside the EEA

From time to time it may be necessary to transfer a limited amount of personal data outside of the EU in order to facilitate working with customers abroad.

You have a number of legal rights relating to your personal data, which are outlined here:

- Be informed about how we use your data is used;
- Access data that we hold about you;
- Rectify data held about you if it is inaccurate or incomplete;
- The deletion or removal of personal data where there is no compelling reason for its continued processing;
- Object to your data being processed on the grounds of the company's legitimate interest or the performance of a task in the public interest.

Making a complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by Plastek UK Ltd, you are able to make a complaint to the ICO.

Data Protection Compliance Office

The Company's appointed compliance Officer is **Holly Lanckham** – HR Department and she can be contacted on 01623 666214 or alternatively emailed holly.Lanckham@plastekgroup.com