

Data Privacy Notice for Clients and Suppliers

Please refer to the Introduction to our data protection policy and general definitions document for a definition of terms and outline of our policies

We are committed to protecting and respecting your privacy

This policy and the other documents referred to on it set out the basis on which any personal data we collect from you, or that you provide to us, will be processed.

Your Personal Data

The purpose of processing your data - We process your data to carry out our normal business operations for example when you purchase goods or services or enquire about our goods and services.

The categories of personal data – We process personal data which is necessary to provide you with goods and services or to respond to your enquiries

We do not process any type of sensitive or special data such as genetic information, ethnic origin etc.

Our Legal basis for processing your personal data – Our legal basis for processing your personal data is as defined under article 6 of the GDPR (General Data Protection regulations) that is the processing necessary for the performance of a contract for goods or services with a data subject or to take steps to enter into a contract or respond to a data subjects enquiry.

Obligation to provide 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 for goods or services we will require your contact details.

Data transfer outside of the EEA - We may store or transfer your data outside the EEA to any of following list of countries recognised as having an adequate level of legal protection for the rights and freedoms of data subjects in relation to processing of their personal data

- Iceland
- Liechtenstein
- Norway
- Andorra
- Argentina
- Canada (commercial organisations only)
- Faeroe Islands
- Guernsey
- Israel
- Isle Of Man
- Jersey
- New Zealand
- Switzerland
- Uruguay
- United States (Privacy shield certified organisations)

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

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The right to request that we correct any personal data if it is found to be inaccurate or out of date;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