

CUSTOMER/SUPPLIER PRIVACY NOTICE

INTRODUCTION

We have issued this notice to describe how we handle personal information that we hold about our customers and suppliers (collectively referred to as "you").

We hold personal data on all our customers and suppliers to meet contract purposes and to perform vital internal functions. This notice details the personal data we may retain, process and share with third parties relating to our customers and suppliers and vital business operations. We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic, and managerial procedures to safeguard and secure personal data we hold.

TYPES OF PERSONAL DATA WE COLLECT

As a customer and supplier with us, we may process personal data about you. The types of personal information we may process include, but are not limited to:

- Identification data – such as company & individual names, job titles/position, training records, office location.
- Contact details – such as business address, telephone/email addresses.
- Financial information – such as banking details, tax information, company number, credit checks.
- Performance Reviews - References relating to previous contracts. We will only gather references from referees provided to us by you.

We do not currently hold or process sensitive personal data ('special categories of personal data' under the General Data Protection Regulation) about you. Generally, we do not collect or process any sensitive personal information about you, unless authorised by law or where necessary to comply with applicable laws.

PURPOSES FOR PROCESSING PERSONAL DATA

We will only use your personal information for the following purposes:

- to administer and manage our relationship with you, including to set up and maintain your/our trade account facility;
- to process enquiries, quotation requests and orders from you/us for goods and services;
- for the purposes of any corrective action which may be required in respect of any products we supply to you or you supply to us;
- to comply with applicable laws, regulations and rules;
- to provide you with details of our product ranges, services and promotions or to request same information from you;
- to notify you of changes to what we do;
- to make checks of credit reference agencies from time to time.

LEGAL BASIS FOR PROCESSING PERSONAL DATA

Our legal basis for collecting and using the personal data described above may include that which is necessary for our legitimate interests in operating our business and/or providing you with goods and services; providing us with goods and services; and/or it is necessary for the performance of contracts to which you are a party with us.

WHO WE SHARE YOUR PERSONAL DATA WITH

We take care to allow access to personal data only to those who require such access to perform their tasks and duties. We may share your personal information with third parties that perform services on our behalf, such as credit reference agencies who have a legitimate purpose for accessing it. Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the data is used in a manner consistent with this notice and that the security and confidentiality of the data is maintained.

We do not generally need to transfer personal data to countries outside of the United Kingdom. If we are required to export your personal data to a different country, we will take steps to ensure that such data exports comply with applicable laws.

DATA RETENTION

Personal data will be stored in accordance with applicable laws and kept for as long as needed to carry out the purposes described in this notice or as otherwise required by law.

YOUR RIGHTS

You may exercise the rights available to you under data protection law as follows:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict processing.
- The right to data portability.
- The right to object.
- Rights in relation to automated decision making and profiling.
- Lodge a complaint with the UK Information Commissioner's Office

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

KEEPING IN TOUCH WITH YOU

From time to time we would also like to keep in touch with you to provide details of our products and services. If you do not want to be contacted please contact optout@macemainamstad.com

CONTACT DETAILS

Please address any questions or requests relating to this notice to Karen Martin, Business Development Director. Email: optout@macemainamstad.com or by post to Macemain+ Amstad Limited, Boyle Road, Willowbrook Industrial Estate, Corby, Northamptonshire, NN17 5XU.