

## GENERAL DATA PROTECTION REGULATIONS

To comply with the new General Data Protection Regulation (GDPR) we are obliged to advise you how information about your organisation will be used.

This notice explains how we use the 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.

### How we use your personal Data

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

1. To deal with any enquires we receive from you
2. To process orders from you for goods and services
3. For the purposes of any corrective action (including a recall) which may be required in respect of any of the products or service we supply to you
4. To comply with applicable laws, regulations and rules
5. To notify you of changes to what we do
6. For purpose of recovery of a debt in case of non-payment

In connection with these purposes, we may share your personal data with third parties that perform services on our behalf, such as subcontractors and if necessary for debt recovery purposes.

We may also disclose your personal data to third parties in other circumstances, in particular:

- . if we are under duty to disclose or share your personal data to comply with any legal obligation, or to enforce or apply our terms and conditions of trading and other agreements.
- . to protect the rights, property, or safety of Paragon Stainless Products Limited, our staff, our customers, or others
- . in response to a request from a governmental authority (including a regulator)

Our legal basis for these uses of your personal information may include that (a) it is necessary for our legitimate interests in operating our business and/or providing you with goods and services; and/or (b) it is necessary for the performance of contracts to which you are a party with us

## **Your rights in relation to your personal information**

You have various rights under data protection law regarding the processing of your personal data, including rights to:

- . request access to personal information we hold about you and details of our processing data
- . request us to correct inaccurate personal data
- . request us to delete personal data in certain circumstances
- . receive your personal data in a format suitable for transmission to a third party
- . object to and/or restrict the processing of your personal data on certain grounds
- . object to processing of your personal data for direct marketing
- . object to any decision about based solely on automated processing (including any profiling) that produces legal effects or otherwise significantly affects you

## **How to make a complaint**

To exercise all relevant rights, queries or complaints contact the UK Information Commissioner's Office -

UK Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, England.

You can make a request to us in relation to these rights at any time by contacting us at [sales@paragon-stainless.co.uk](mailto:sales@paragon-stainless.co.uk) . Any information to which you are entitled will be provided within a reasonable timeframe, subject to the exemptions stipulated in applicable data protection laws.

## **How long do we retain your personal information**

We will not keep your personal data longer than is necessary, taking into account data needed for product guarantee or recall purposes, applicable legal requirements and limitation periods

## **How to contact us**

If you have any queries about how we use your personal information, you can contact us at any time via email at [sales@paragon-stainless.co.uk](mailto:sales@paragon-stainless.co.uk) , or by post to Paragon Stainless Products Limited, Unit 6 Mason Road, Cowdray Centre, Colchester, Essex CM1 1BX