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## PRIVACY POLICY

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25<sup>th</sup> May 2018

### **BACKGROUND:**

WHW Plastics Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our customers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

#### **1. Information About Us**

##### **Head Office and Registered Address**

WHW Plastics Limited.

Therm Road, Hull, East Riding of Yorkshire, United Kingdom, HU8 7BF.

Registered in England and Wales number 6942043

VAT number: 282 2227 72

Telephone Number +44 (0) 1482 329154 or Freephone 0800 0092 444

Email Address: [info@whwplastics.com](mailto:info@whwplastics.com)

Website [www.whwplastics.com](http://www.whwplastics.com)

##### **Sales and Training Centre**

WHW Plastics Limited.

Unit 2

Rope Walks

Woodland Enterprise

Hastings Road, Flimwell, East Sussex, United Kingdom TN5 7PR

Telephone Number +44 (0) 1482 329154 or Freephone 0800 0092 444

Email: [sales@whwplastics.com](mailto:sales@whwplastics.com)

Website [www.whwplastics.com](http://www.whwplastics.com)

#### **2. What Does This Notice Cover?**

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

#### **3. What is Personal Data?**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

#### 4. **What Are My Rights?**

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

#### 5. **What Personal Data Do You Collect?**

We may collect some or all of the following personal data (this may vary according to your relationship with us)

- Name.
- Telephone / mobile number.
- Business name and address.
- Job title and profession and GDC number.
- Business transactions with us including payment details.
- Email / Website address.
- Cookies.

A cookie is a small file which asks permission to be placed on your computers hard drive. Cookies allow us to recognise the device you are using and to store some information about your preferences or past actions and improve

security. We also use cookies to analyse data (Google Analytics) about web page traffic and improve our website in order to tailor it to customer needs.

There are cookies we use that are strictly necessary and essential for the use of our website because you will not be able to complete online activity without them.

Our website may contain links to other websites which are outside our control and are not covered by this privacy statement. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy.

## **6. How Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data will be used for the following purposes:

- Providing and managing your account.
- Supplying our products and services to you. Your personal details are required in order for us to enter into a contract with you.
- Personalising and tailoring our products and services for you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email or post that you have opted-in to (you may unsubscribe or opt-out at any time by informing us of your wishes by email or post).

With your permission and where permitted by law, we may also use your personal data for our marketing purposes, which may include contacting you by email, telephone, text message or post with information, news, and offers on our products and services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

## **7. How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected, however there are certain legal obligations that require us to keep data for a specific length of time.

## **8. How and Where Do You Store or Transfer My Personal Data?**

We will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR. We take all reasonable measures to protect and safeguard the security, integrity and confidentiality of personal data. We take every reasonable precaution and use the latest technology when transferring personal data over the internet, we regularly test and evaluate our processing security.

## **9. Do You Share My Personal Data?**

We will not share any of your personal data with any third parties for any purpose other than the following exceptions.

- We may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

- Personal information may also be shared with third parties that are contracted to perform support services for us. The third parties may only use personal data to perform services on our behalf and are required to treat your personal data as strictly confidential and meet the relevant privacy data protection laws.

#### 10. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within a week and, in any case, not more than one week of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of my progress.

#### 11. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including making a subject access request, write and send to the email or postal address shown below.

Email Address: [info@whwplastics.com](mailto:info@whwplastics.com)

Postal Address:

Data Protection Department,

WHW Plastics Ltd,

Therm Road,

East Riding of Yorkshire,

Hull,

United Kingdom,

HU8 7BF.

#### 12. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time, we reserve the right to update or modify this policy at any time without prior notice. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available by viewing our website