In order to operate effectively, Pektron needs to hold certain information about clients, customers, suppliers, contractors and 3rd parties with whom we do business.

This notice ensures that Pektron apply appropriate measures to comply with the principles of the General Data Protection Regulation (GDPR) 2018.

1. DEFINITIONS

"The company" means a company Pektron Group Ltd and its associated and/ or subsidiaries, whose registered trading address is Alfreton Road, Derby, DE21 4AP and are referred to in this document as "the company", "us" or "we".

 "Personal Data" means any information relating to an identified or identifiable person.

2. PURPOSE

This policy establishes how we handle information we learn about external customers, suppliers and 3rd parties dealing with Pektron. Pektron is committed to ensuring that your privacy is protected. Your personal data is very important to us and we always do our utmost to ensure that our organisation treats personal information lawfully and with respect.   It is a condition of undertaking business with Pektron that you review and understand the content of this notice, and that you agree to how we use your data for our legitimate business purposes.

3. HOW DO WE COLLECT AND USE YOUR PERSONAL DATA?

Personal data is collected using the following methods:

- Through direct interactions in person, by post, email telephone or otherwise. ,
- If you contact us via our web enquiry form.

The main personal data we collect is:

- Individual forename and surname details;
- Company name;
- Company or personal e-mail address;
- Company or personal telephone numbers (including mobile phone number);
- Transactional data including payment and banking details for products and services you have purchased from us or we from you;

We use your personal data when the law allows us to for legitimate business reasons:

- Where we need to perform the contract we are about to enter into or have entered into with you;
- To manage our relationship with you including:
    - Management of your account, including statistical, control and credit management activities
    - Notifying you of changes – including Terms & Conditions & Privacy Notices
    - Customer reviews
    - Notifying you of new products and services which we think will be of interest to you;
- To respond to an enquiry or complaint;
- Where we need to comply with a legal or regulatory obligation;

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Pektron does not use automated decision making in regards to personal data.

We may communicate directly with your company contact using Microsoft AX, CRM or QPulse; all in regard to relationship management and supplier performance, strategic sourcing information and business essential processes, including NCR (Non-Conformance Reports), PPAP (Production Part Approval Process), ISIR (Initial Sample Inspection Report) and various audits and questionnaires.

4. TO WHOM WE DISCLOSE INFORMATION.

We will pass personal data amongst our employees to fulfil our contract, respond to an enquiry or deal with a complaint, this may include companies within our group that are outside the EU.

Except for the reasons below, we will not intentionally disclose the Personal Data that we collect or store to third parties without your consent. We will not pass your personal data onto third parties for marketing purposes.

We may disclose Personal Data or other information if required to do so by law or in the good faith belief that such action is necessary to comply with applicable laws, in response to a court order, judicial or other government warrant, or to otherwise cooperate with law enforcement or other governmental agencies.

5. DATA SECURITY

We have put in place appropriate internal security procedures to protect the disclosure of your personal data. Any breaches in our security will be resolved as soon as practicable.

Further information of the procedures in place is available upon request.

6. PERSONAL DATA AND INDIVIDUAL'S RIGHTS

GDPR gives individuals whose personal data is held by us specific rights to access and rectify personal data held about them.

Your Rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- Object to the processing of your data where Pektron Group Ltd is relying on its legitimate interests as the legal ground for processing.

If you wish to exercise any of these rights please contact the Data Controller at:

- Pektron Group Ltd, Alfreton Road, Derby, DE21 4AP. Tel +44 (0)1332 832424.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

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7. DATA RETENTION

We only retain the Personal Data collected for as long as we need it to fulfil the purposes for which we have initially collected it, or as necessary to comply with our legal obligations, as follows:

- accounts information is retained for a period of 6 years in accordance with the taxation laws;
- personal data relating to a contract is retained for a period of 6 years after the completion of that contract;
- personal data not relating to a contract, for example an enquiry from our website, will be deleted within three months of the close of the enquiry.
- Pektron Group Ltd, Alfreton Road, Derby, DE21 4AP. Tel +44 (0)1332 832424.

8. REVIEW OF THIS PRIVACY NOTICE

We may update this privacy notice from time to time as necessary. Where appropriate changes will be notified to you by email.

If you have any queries with regard to our Privacy Notice please contact the Data Controller at:

- Pektron Group Ltd, Alfreton Road, Derby, DE21 4AP. Tel +44 (0)1332 832424.