

DATA PROTECTION NOTICE

Our company Rio Stainless Engineering Limited is incorporated in England and Wales registered at Companies House with Company Registration Number 01884390 and the registered office is situate at Unit 1, Neptune Industrial Estate, Owen Road, Willenhall, West Midlands, WV13 2PZ ("the Company").

The Company is committed to complying with Data Protection laws and is registered with the Information Commissioner with registration number Z2356568. The Company will process your and third parties' personal data and this notice sets out the basis upon which the processing will take place.

Personal data includes information relating to unidentified or identifiable natural person also referred to as a "data subject" who can be identified either directly or indirectly. Such data may include information as to name, address, telephone number, email address, IP address and location data as well as cookies and similar information. Such information and data can also include sensitive data as set out in this notice.

The Company will process personal data provided to the company through your use of its website as well as your dealings with the Company including any employment or engagement with the Company.

Purpose

The purpose for which we may process data will be to enable us to provide manufacturing services, promote our goods and services, maintain our accounts and records and to support and manage our staff. We also process personal information using a CCTV system to maintain the security of the premises and for preventing and investigating crime.

The legal basis for the processing of data will include; -

- a) Processing necessary to carry out our obligations under the contract that we have entered into with you.

- b) Where you have provided consent.
- c) Processing necessary for the Company to fulfil a legal obligation (excluding a contractual obligation).
- d) Processing necessary for the Company's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Categories of Personal Data

The categories of data we process will include: -

- a) Personal details
- b) Family details
- c) Lifestyle and social circumstances
- d) Financial details
- e) Employment and education details
- f) Goods or services
- g) Visual images, personal appearance and behaviour

We will also process the following categories of sensitive personal data: -

- a) Racial or ethnic origin of the data subject
- b) Political opinions
- c) Religious beliefs or other beliefs of a similar nature
- d) Membership details of a Trade Union
- e) Physical or mental health condition

- f) Sexual life
- g) Commission or alleged commission of an offence
- h) Any proceedings for any offence committed or alleged to have been committed

Sharing

The Company will at times need to share personal data and the reason for this will be the purpose for which we are processing data and on the basis for which data is being processed.

The Company may share personal data with: -

- a) The individual themselves
- b) Family, associates and representatives of the person whose personal data the Company is processing
- c) Employment and recruitment agencies
- d) Current, past and prospective employees
- e) Educators and examination bodies
- f) Central government and regulatory authorities
- g) Credit reference agencies
- h) Suppliers and service providers
- i) Debt collection and tracing agents
- j) Financial organisations
- k) Police forces
- l) Security organisations
- m) Business Associates

- n) Trade associations and associations and professional bodies
- o) Tribunals and Courts

Transfers

It may sometimes be necessary to transfer personal information overseas outside of the European Union to third countries or international organisations. Any such transfer will be carried out by the Company in compliance with all aspects of applicable data protection laws.

Retention

Your personal details will be retained for as long as is reasonably necessary for the purpose or purposes for which it is processed.

Rights

As the data subject you have the following rights: -

- a) To be informed about collection and use of data
- b) To access your personal data and supplementary information
- c) To have personal data rectified if it is inaccurate or incomplete
- d) A right to erasure or removal of personal data where there is no compelling reason for its continued processing
- e) Right of data portability allowing you to obtain and reuse data for your own purposes across different services
- f) Right to object to processing based on legitimate interests and direct marketing
- g) Rights relating to automated decision making including profiling
- h) Right to withdraw consent to processing at any time

- i) The right to lodge a complaint with the supervisory authority

If you wish to exercise any of your rights, please contact the Company on the contact details provided.

Security

The Company has taken measures to ensure that personal data is kept secure electronically and in paper form.

Cookies Statement

We may use cookies to collect personal data described in this notice by your use of this site. A cookie is an electronic file placed on the hard drive of your computer, mobile phone or other electronic device. The cookies are used to make websites work or to work more efficiently and provide information to the Company. The Company may use cookies for Google Analytics and this can collect information about how visitors use this website and can include information as to the number of visitors and where they have come from to this site and the pages visited by them. Your browser should have a setting to allow you to control most cookies. For more information about cookies and how to manage and how to delete them please visit www.aboutcookies.org or www.allaboutcookies.org

You can opt out of being tracked by Google Analytics by visiting <http://tools.google.com/dlpage/gaoptout>

