

General Data Protection Regulation (GDPR)

& UK Data Protection Laws

Privacy Policy

Select Fabrication & Engineering Limited is committed to the responsible handling and protection of personal information. We are a UK based business and any personal information will be stored and processed in the UK.

This privacy policy sets out the way we process your personal/business data and we've created this privacy policy to make sure you are aware of how we use your data.

We collect, use, disclose, transfer and store personal information when needed to for our operational and business purposes only.

How we collect your information

We may collect your personal/business data in the following ways

- Directly from you, when you fill in an account application form
- When you make enquiries on our website
- On-line browsing activities – see our Cookies Statement
- When you provide information on orders sent to us.
- From a company who order on your behalf.

The types of information we collect

We may collect the following types of personal/business data about you:

Contact and communications information

- Name/Names
- Email addresses
- Telephone numbers/mobile numbers
- Delivery/invoice addresses/registered office address
- Records of communications and interactions we have with you

Financial information when account applications are made

How we use personal/business data

Personal/business data provided to us will be used to enable us to fulfil a business relationship with you.

More generally, we will use your personal/business data for the following purposes:

- Administration of your orders/purchases
 - informing you about lead time
 - taking payment of orders made
- Fulfilment of orders for goods and services

- Administration of account applications
 - Credit References
 - Credit Agreements
- Allocating a sales rep/project manager where needed and providing them with your contact information
- Storing your details on the software platform we use for logging orders and invoicing.

Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a customer of Select Fabrication & Engineering Ltd.

Examples of these essential service communications are:

- Records of transactions, such as invoices, payment receipts, remittances, and statements
- Customer related mailings such payment reminders.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Telephone: 01474852065
Email: info@selectfabrication.com
Post: Select Fabrication & Engineering Ltd
Unit 1 Crowhurst Industrial Estate
Crowhurst Lane, West Kingsdown
Kent TN15 6JE

Sharing your information with others

Select Fabrication & Engineering's personnel may need, when necessary, to share information for business activities only, which includes the provision of Services & goods, account administration, sales & marketing, customer and technical support, business and product development. All of our employees, contractors & subcontractors are required to follow our data privacy and security policies when handling personal information. Our third-party service providers are not permitted to share or use personal information we make available to them for any other purpose than to provide services to us.

We do not sell or share your personal/business data for other organisations to use other than as set out below.

Personal/business data collected and processed by us may be shared with the following third parties, where necessary:

- Collection agencies in the case of unpaid invoices.
- Where we have a legal right or duty to use or disclose your information (for example in relation to an investigation by a public authority or in a legal dispute)

How long your information is kept

We keep your personal/business data only for as long as we reasonably require it, for legal or business purposes. In determining data retention periods we will take into consideration local laws, contractual obligations, and the

expectations and requirements of our customers. When we no longer need personal information, we securely delete or destroy it.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal/business data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal/business data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal/business data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal/business data. This enables you to ask us to delete or remove personal/business data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal/business data where you have exercised your right to object to processing (see below).
- Object to processing of your personal/business data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal/business data for direct marketing purposes.
- Request the restriction of processing of your personal/business data. This enables you to ask us to suspend the processing of personal/business data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal/business data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal/business data, or if you wish to exercise any of your legal rights, you may contact us.

If you are not satisfied with how we are processing your personal/business data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website www.ico.org.uk