



PRIVACY POLICY

Updated May 2018

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Crompton Controls is committed to ensuring that your privacy is protected. This statement, together with our Data Protection Policy sets out the basis on which any personal data we collect from and about 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.

What data do we collect and process?

We will collect and process the following data about you:

- Information you give us

This is information about you that you give us by corresponding with us by phone, e-mail, job application/cv, and in future submitting information on our website or otherwise. It includes the information you supply us with if you engage in any mailshots. The information you give us may include, but is not limited to, your name, address, e-mail address, phone number, date of birth, national insurance number, financial and credit card information, photograph.

- Information we collect about you

We collect information about you when you visit our website; if you subscribe to receive newsletters and or email updates; apply for employment with us; attend one of our events; and engage in business dealings with us. You are not obliged to provide us with your personal information. However, if you do not, we might not be able to carry out the services you have requested of us.

Please note these lists of information are not exhaustive.

Data can be categorised into three areas:

1. Candidate Data

In order to provide the best possible employment opportunities that are tailored to you, we need to process certain information about you. We only ask for details that will genuinely help us to help you. Where appropriate and in accordance with local laws and requirements, we may also collect information related to your health, diversity information or details of any criminal conviction.

2. Client Data

If you are a Crompton Controls customer, we need to collect and use information about you, or individuals at your organisation, in the course of providing you services. The

data we collect about Clients is actually very limited. We generally only need to have your contact details or the details of individual contacts at your organisation (such as their names, telephone numbers and email addresses) to enable us to ensure that our relationship runs smoothly. We may also hold extra information that someone in your organisation has chosen to tell us. If we need any additional personal data for any reason, we will let you know.

3. Supplier Data

We need a small amount of information from our Suppliers to ensure that things run smoothly. We need contact details of relevant individuals at your organisation so that we can communicate with you. We also need other information such as your bank details so that we can pay for the services you provide (if this is part of the contractual arrangements between us). We may also hold extra information that someone in your organisation has chosen to tell us.

Why do we process your data?

We process your data in order to comply with legal obligations to which we are subject, to perform the services you have requested of us or to take steps at your request prior to undertaking to provide services for you, because you have consented to our processing of your data or for the purposes of our legitimate interests, such as to inform you of changes to our services/products/vacancies or to provide you with information about other services/products/vacancies we offer.

How will we use your data?

When you visit our website, an anonymous record of your visit may be made. This data is then aggregated and used to determine the number of people who visit our website and the most frequently used sections of the site. This enables us to continually update and refine the website. If you use any forms on the website, to contact us, a record will also be made of the details you choose to include such as your name, email address, telephone number and the nature of your enquiry.

We may collect, hold, use and disclose the information collected to:

- Allow us to provide you with the services you request from us;
- Compile statistical data and to maintain our database;
- Develop/ improve our website;
- To monitor and improve the quality of our services;
- Respond to any email enquiries;
- Provide you with information about other services we offer that are similar to those you have already requested of us or enquired about;
- Notify you of any upcoming marketing, recruitment or other events;
- Provide you with publications;
- Manage systems administration;

- Attend to compliance issues;
- Determine suitability for employment;
- Comply with legal obligations we might be subject to (such as anti-money laundering);
- To notify you of changes to our services/products;
- To allow you to participate in events organised by us
- For other marketing purposes

We will not use or disclose your personal information for any other purpose which is not related (or in the case of sensitive information, directly related) to the above purposes without your consent, unless otherwise authorised, required or permitted under the laws of United Kingdom.

Who will we share your data with?

We may disclose your personal information on a confidential basis to external service providers so that they can provide services such as financial or administrative services in connection with the operation of our business; and to any person (where necessary) in connection with their services, such as, but not limited to, law enforcement, regulatory authorities, partners or advisors.

If we engage external service providers, we will only authorise them to use personal information for the limited purposes specified in our agreement with them. We may disclose or share your data in order to comply with any legal obligation or in order to enforce or apply General Terms and Conditions.

Our agents, contractors or partners are restricted from using your data in any way other than to provide services for Crompton Controls .

Data security

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures. We will review our data security measures and procedures, however, unfortunately, the transmission of information by means of the internet, including through e-mail, is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to or from us by means of e-mail and any such transmission is at your own risk.

Data retention

It is our aim to only hold your data for as long as this is necessary. Unless otherwise required under applicable law, we store your data for as long as we provide services to you and for a period of no less than six years beginning on the date we receive your data.

Marketing

We may contact you by mail, email and telephone about our services and other events involving or relating to Crompton Controls Ltd which may be of interest to you. You have the right to ask us to stop processing your personal data for direct marketing purposes. If you wish to exercise this right, please send us an email to info@cromptoncontrols.co.uk with a header that says "Unsubscribe".

Where we store your information

We might store your information in different places. Physical files are stored in our office. Electronic files are stored on our secure servers and in the cloud. Whenever we transfer your data in such a way, we will ensure appropriate safeguards are in place. You may contact us via e-mail, letter or telephone in case you wish to find out more or to obtain a copy of the appropriate safeguards.

Your rights

You have the right to request that we:

- Inform you whether we process your data, provide you with details relating to our processing, and with a copy of your data;
- Rectify any inaccurate data we might have about you without undue delay;
- Complete any incomplete information about you;
- Erase your personal data without undue delay,
- Are restricted from processing your data;
- Furnish you with the personal data which you provided to us in a structured, commonly used and machine-readable format

Where we process your data solely on the basis of your consent, you are entitled to withdraw your consent at any time. This will not affect the lawfulness of our processing before the withdrawal. You also have the right to lodge a complaint with the Data Protection Commissioner at any time.

The exercise of your rights might be subject to certain conditions prescribed by law and we might require further information from you before we can respond to your request. You may exercise your rights by contacting us at the addresses or e-mail address at the end of the privacy notice.

Correction requests

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate or out of date.

[Changes to statement](#)

We may update this privacy statement from time to time and will publish such updated version as appropriate.

[Contact details](#)

If you would like to contact us with any queries or comments in relation to your personal data, please:

Send an e-mail to info@cromptoncontrols.co.uk

Send a letter to:

Crompton Controls
Monckton Road
Wakefield
West Yorkshire
WF2 7AL

Or Call us on 01924 368251