



HMG Powder Coatings Limited

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sales@hmgpowdercoatings.co.uk

Privacy Notice - External

This Privacy Notice sets out what personal data we, HMG Powder Coatings Limited, hold about our customers, suppliers and other persons who we deal with as part of our business activities, and how we collect and use it. We are required by law to give you the information in this Privacy Notice, which applies from 25 May 2018, when the General Data Protection Regulation comes into force. We reserve the right to update this Privacy Notice at any time.

HMG Powder Coatings Ltd, based in Dill Road, Castlereagh Industrial Estate, Belfast, BT6 9HU is the 'controller' for the purposes of the data protection law. Should you wish to contact us on a matter relating to your personal data, please email us at sales@hmgpowders.co.uk.

Types of Information

Information we retain will be confined to ordinary category data required for our legitimate business interests, including

- Name
- Contact details (email, telephone)
- Job Position
- Communication history (letter, email, voicemail, meeting notes, etc)

We will not collect sensitive information, such as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or orientation, or biometric data.

Collection of Information

Information we hold will be collected during our legitimate business activities, and may come from meetings, business cards, emails, information from your company website, etc.

Use of Information

The use of the information will be for legitimate business activities, including:

- Our sales activities, including contacting, processing sales orders, processing deliveries, processing credit control
- Our purchasing activities, including contacting, processing purchase orders, processing deliveries, processing payments.
- Seeking and/or exchanging information with professional bodies, government agencies, and other third parties or external stakeholders to HMG.

Retention of Information

We will retain the information above throughout the period of our business relationship, and for up to seven years after the year the relationship terminated, unless there is a legal requirement or statutory obligation to retain the information further.

Sharing of Information

Personal data collected by us may be shared with our suppliers and/or subcontractors insofar as that required for the completion of contracts between us.

We will not share personal information with others unless legally obliged to, or at your request.

Should you share with us another person's personal data we require you to first inform the individual what information you are giving us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we use their personal data.

Storing of Information

The information stored is protected from both physical theft and cyberattack by a variety of security measures.

Your Rights

You have a number of legal rights relating to your personal data, including the right to make a subject access request to see what information we are holding; the right to request that we correct incomplete or inaccurate personal information; the right to request that we delete information where there is no good reason for holding it; the right to object to our processing where we cannot show a compelling reason to continue processing; the right to request that we suspend our processing.

If you would like to exercise any of the above rights, please contact us at the address above in writing. Please note that these rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

Note too that you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found on their website:

<https://ico.org.uk>.

