

Privacy Notice Suppliers and Prospective Suppliers

1. Introduction

- 1.1. We are committed to safeguarding the privacy of our suppliers.
- 1.2. This privacy notice applies where we are acting as a data controller with respect to the personal data of our existing and prospective suppliers; in other words, where we determine the purposes and means of the processing of that personal data.
- 1.3. In this notice, “we”, “us” and “our” refer to Webtec Products Limited. For more information about us, see Section 13.

2. Personal information

- 2.1. Personal information is information that identifies you as an individual or from which you can be identified.

3. How we use your personal data

- 3.1. You may provide or we may collect data from you at a number of points, including when you:
 - Send us an email or letter with personal information included or give us a business card.
 - Send us a quotation.
 - Complete a Supplier Assessment Form.
 - Publish information on your company website or another website.
- 3.2. We may process your data (“personal data”). This data may include your name, job title, company address, telephone number, email address, Skype™ address, social media address. The source of the data is you or your employer. The data may be processed for the purposes of sourcing products or services, communicating with you and maintaining back-ups of our databases. The legal basis for this processing is legitimate interest.
- 3.3. In addition to the specific purposes for which we may process your personal data set out in this Section 3, we may also process any of your personal data where such processing is necessary for any compliance with a legal obligation to which we are subject.

4. Providing your personal data to others

- 4.1. We may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data where such disclosure is necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

5. Retaining and deleting personal data

- 5.1. This Section sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- 5.2. Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 5.3. We will retain your personal data for purposes of contacting you with relation to products or services that you or the company you are employed by provide, until we have no more interest in those products or services or we are informed that you are no longer to be contacted or you

have left the company, ie: you are no longer active with this company. All your personal data will then be deleted or anonymized within our databases, typically within a few months but no longer than 12 months after we have been informed.

- 5.4. We will retain your personal data relating to business transactions, such as information requests, quotations and order acknowledgements from your company until we are informed that you are no longer to be contacted or you have left the company, ie: you are no longer active with this company. All your personal data will then be deleted or anonymized within our databases, typically within a few months but no longer than 12 months after we have been informed.
- 5.5. Notwithstanding the other provisions of this Section 5, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or to protect your vital interests or the vital interests of another natural person.

6. Security

- 6.1. Your data will be held by Webtec including by associated companies and branch offices, (defined as “Webtec Group”), for the purposes of backup and data integrity. Some of these Webtec Group companies may be based outside the European Economic Area (“EEA”).
- 6.2. By submitting your data to us, you agree that it may be transferred to the relevant members of the Webtec Group and that it may be stored, accessed and used by them. We will take all reasonable steps necessary to ensure that your data is treated securely in accordance with our documented security policy and in accordance with this privacy notice.
- 6.3. We will not otherwise transfer or disclose your data except with your consent, where we are required or permitted to do so by law, or to any successors in title to our business.

7. Amendments

- 7.1. We may update this notice from time to time by publishing a new version on our website.
- 7.2. You should check this page occasionally to ensure you are happy with any changes to this notice.

8. Your rights

- 8.1. You may instruct us to provide you with any personal information we hold about you and you have the right to modify this data or to have your data forgotten. This can be accomplished by contacting Webtec in writing either by email or post at the address specified in section 9 below. Webtec will endeavour to action your request within one month.

9. Our details

- 9.1. Webtec’s website is owned and operated by Webtec Products Limited on behalf of all Webtec Group companies. The privacy notice with regard to our website is available here: <https://files.webtec.com/PRIVACY-QU-ENG-3699.pdf>
- 9.2. We are registered in England and Wales under registration number 832125 and our registered office and principal place of business is at Nuffield Road, St. Ives, Cambridgeshire, PE27 3LZ, UK.
- 9.3. You can contact us via any of our offices using the details provided on our contact page at www.webtec.com/contact/