

Commercial & Plant Exhausts (Yorkshire) Limited

Privacy Notice

Who we are

At Commercial & Plant Exhausts (Yorkshire) Limited we are committed to maintaining the trust and confidence of our customers. We are not in the business of selling your details with other companies and businesses for marketing purposes. This Privacy Notice provides detailed information of when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Types of data we collect

Product Data

When you purchase a product from Commercial & Plant Exhausts over the telephone or online your name, address, data, email and contact number will be stored in our IT system, Microsoft 365 Drive. You may, of course, make a purchase in person without supplying the aforementioned personal data. Please be assured that we do not share your personal details with any other company without your consent.

Third Parties

We may share anonymised personal information with other organisations, including powder coaters, laser cutters etc, who use this to analyse our products and services.

However without your express permission they will not be able to contact you. We will not share sensitive information or your payment details.

Retention and Access to your personal data

When we have no ongoing legitimate business need to process your personal data (for example, to provide products or services to you or to retain records to manage any claims which you or we may have in respect of the products and services we provide to you), we will either delete or anonymise it or, if this is not possible (for example, because your personal data has been stored in backup archives), then we will securely store your personal data and isolate it from any further processing until deletion is possible.

What rights do you have in relation to your personal data?

You have the following rights in relation to the personal data that we hold about you:

- If you wish to access, correct, update or request deletion of your personal data, you can do so at any time.
- You can object to processing of your personal data or ask us to restrict processing of your personal data.
- You have the right to opt out of postal or telemarketing by contacting us directly.
- Similarly, if we have collected and process your personal data with your consent, then you can withdraw your consent at any time. Withdrawing your consent will not affect the

lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal data conducted in reliance on lawful processing grounds other than consent.

- You have the right to complain to a data protection authority about our collection and use of your personal data. For more information, please contact your local data protection authority. The Information Commissioner's Office is the data protection authority for the UK www.ico.org.uk

If you would like to exercise any of your above rights please contact us using the contact details provided under the **“How can you contact us”** heading below. We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

Changes to this Privacy Notice

We may update this Privacy Notice from time to time in response to changing legal, technical or business developments. When we update our Privacy Notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make. We will obtain your consent to any material Privacy Notice changes if and where this is required by applicable data protection laws.

We will review this Privacy Notice regularly or whenever we change or update a process that will affect your data.

How can you contact us?

If you have any questions about this Privacy Notice or wish to exercise any of your data protection rights, please contact our Data Protection Lead at:

Email: sales@wunoff.co.uk

Post: Should be sent for the attention of the Data Protection Lead to:

Mark Hope/Jayne Clegg

Friars Works, Bradford Road, Idle, Bradford BD10 8SX