



AS9120R

May 2018

Air & Marine Products Limited

Unit 3, Parkside Business Park, 15, Headley Road, Woodley, READING, Berkshire, RG5 4JB,
England Telephone (44) 118 - 969 8511 ♦ email: sales@airmarineproducts.com

Privacy Policy

Air & Marine Products Limited (A&MPL) is committed to protecting your privacy and complying with the EU General Data Protection Regulations.

Please read our Privacy Policy carefully as it describes our collection, use, disclosure, retention and protection of your personal information and your rights in respect of such personal data.

Where you provide A&MPL with your personal information, we may collect, store and use it;

- in order to perform our contractual obligations to you;
- in order to fulfil our obligations to our customers and other partners (only where specifically required)
- based on our legitimate interest for processing (i.e. for internal administrative purposes);
- to fulfil our legal obligations;

Personal Information

What will we do with the information you provide to us?

All of the information you provide A&MPL will only be used for the purpose of fulfilling our obligations with you or to fulfil legal, certification or regulatory requirements.

We will not share any of the information you provide with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and our data processors whether the information is in electronic or physical format.

What information do we collect, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we collect is used to ensure we fulfil our contractual obligations with you and your business and might include:

- Contact name/Company name/Trading name
- Delivery address/Invoice address
- Contact number
- Email address
- Invoice activity
- VAT no.



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How we will use the information about you

We may use your personal data in the following ways:

- To ensure that the information we hold about you is kept up to date;
- To deal with any disputes that may arise;
- To help improve the operation of and manage the performance of our business;
- To prevent, detect and prosecute fraud and other crime;
- To comply with legal obligations
- To comply with our requirements under any applicable standards and certifications (e.g. ISO 9001)

We may also share your personal data:

- With relevant employees to comply with our terms of business with you
- With customers/suppliers or other partners where there is a contractual requirement to do so.
- Where we are under a legal obligation to do so, e.g. where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order e.g. HMRC, the police, Companies House etc

Where we will store your personal information

Your personal information may be stored in both paper and digital form. Paper documents are stored in a locked cabinet. Digital documents are stored on on-site servers and cloud-based systems.

How long we will retain your information?

We will not retain your information for longer than is necessary whilst complying with our legal, regulatory and contractual responsibilities.



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Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the Data Controller.

You also have the right to:

- Obtain a copy of your personal data in a commonly used format
- Rectification of inaccurate personal data
- Data Portability to another organisation
- Request that your personal data be erased where it is no longer necessary for us to retain it
- the right to lodge a complaint with a supervisory authority - If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. However, if you are not comfortable with this, you can contact the Information Commissioners Office at <https://ico.org.uk/concerns/>

Security

The security of your personal data is very important to us. We will ensure that we have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to Personal Data.