

## GDPR Policy

The intended recipient of this document are customers that purchase products and / or services from us.

### **Description of the personal data we will collect and process on your behalf and are in scope with respect to the information in this document:**

Non-sensitive Personally Identifiable Information (PII) as required to fulfil contractual obligations and to provide you with valuable personalised service and solutions:

- First and last name
- Title
- Phone and fax number
- E-mail address
- IP Address

### **Overview:**

Fabufacture Ltd has the following suitable measures in place to meet GDPR requirements and will comply with these when processing data on your behalf under any contract or agreement between your company and

Fabufacture Ltd except where noted below. In such cases; actions are in progress to ensure compliance.

### **As a Supplier of goods and services to your organisation, we confirm the following:**

- Any processing of personal information shall be limited to the processing set out in the contract or your written instruction except where otherwise noted under legitimate interest as outlined in our privacy policy.
- Individuals processing the data are subject to a duty of confidentiality and comply with obligations under GDPR.
- Appropriate technical and organisational security measures are in place to ensure compliance with GDPR.
- The sub-processors we use to carry out contractual obligations with you shall comply with GDPR requirements and are confirmed in written sub-processor agreements. No other sub-processor shall be used by our sub-processors without our prior written consent.
- When transferring personal data outside of the EU, we are committed to having the appropriate data transfer mechanisms in place as required by GDPR.
- Access to your personal data is appropriately controlled in systems in which it is processed and stored.

- On your written instruction, we will carry out your request to exercise your rights under the legislation in a timely manner, taking into account legal record retention periods.
- We are able to demonstrate (through records, inspections, audits) at any point compliance with GDPR and maintain a record of data processing carried out on your behalf.
- On-going GDPR awareness and training programs provided to employees.
- Data Protection Officer has been appointed; name and contact information is outlined below.
- Data breaches will be reported as required under the GDPR and our becoming aware of the breach.
- We will cooperate with any supervisory authority as necessary.

Please do not send us any sensitive Personal Data (e.g., information related to racial or ethnic origin, political opinions, religion or other beliefs, health, biometrics or genetic characteristics, criminal background or trade union membership) through the Services or otherwise.

#### Contact Information:

Corporate Data Privacy Coordinator

**Contact Name:** Mark Grantham

**E-mail contact address:** mark@fabufacture.co.uk

**Postal address:** 7 Victoria Road, Tamworth, B79 7HS