

IPS (Aberdeen) Ltd are committed to the protection and security of your personal data as defined by Art. 4 no.1 General Data Protection Regulation. The purpose of this Notice which applies to employees, clients, suppliers, business contacts and other individuals the business has a relationship with is to set out how IPS (Aberdeen) Ltd collects, uses and shares information.

Principles of General Data Protection Regulation (GDPR)

IPS (Aberdeen) Ltd will comply with the following principles to ensure your personal information must be:

- ✓ Processed or used in a lawful, fair and transparent way with valid and informed consent
- ✓ Processed in accordance with your rights
- ✓ Obtained for specific and lawful purposes
- ✓ Accurate and kept up to date
- ✓ Kept for as long as necessary for the purposes for which it is used
- ✓ Kept securely to prevent unauthorised processing, damage, destruction or accidental loss
- ✓ Adequate, relevant and limited to the purposes we have advised you about
- ✓ Not transferred to any third party where the core principles are not met

What type of information will we collect about you?

IPS (Aberdeen) Ltd collect personal data or personal information about you which may include the following:

- ◆ Your organisation's name and address – this includes a person's name and address where the client / supplier is an individual
- ◆ Company registration number
- ◆ VAT number
- ◆ Bank details
- ◆ Contact names, landline and mobile phone numbers and email addresses
- ◆ Goods supplied

What type of information we collect about you when you visit our website?

- ◆ IP address when using our website
- ◆ Details of website pages visited by you
- ◆ Details of the type of device you use

We obtain this information purely for statistical information to provide us with the number of visitors to our site, the pages you visit, where you are based. The information is collected in an anonymous manner and individuals are not identifiable. We are not aware that our website provides you with links to other websites. If at any time, you follow a link to other websites – they will have their own privacy notices. IPS (Aberdeen) Ltd do not accept any responsibility of liability for the privacy and practices of third-party websites.

Our Data Controller responsibilities

IPS (Aberdeen) Ltd as data controller hold responsibility for systems, processes, employees and suppliers and will ensure any information which they handle is compliant with data protection laws. Our Data Protection Officer oversees company compliance with the data protection laws and this privacy notice by providing guidance and advice to employees. They work in accordance with this Privacy Notice and have been made aware of the importance of data protection. Failure to comply with the data protection legislation will be reported by our Data Protection Officer.

How will we share the information we obtain?

We will not share your personal information with any third-party without your consent with one exception. If IPS(Aberdeen) Ltd collaborates/integrates with another business or businesses, your details may be disclosed to our legal advisors, any prospective purchasers and their advisors and if sold, be passed to the new owners of the business. Any new owner will be bound by this Privacy Notice.

How will we use the information we obtain?

IPS (Aberdeen) Ltd will use the information in the course of normal business. This includes issuing invoices for goods/services provided by us, issuing account statement and for creditor/debtor control. We will contact you by telephone, letter or email with information which you have provided to us. If you do not want us to continue using your data in this way, you should contact Raff Celentano, Data Protection Officer, IPS (Aberdeen) Ltd, Unit 3, Dunnottar House, Howe Moss Drive, Kirkhill Industrial Estate, Dyce, Aberdeen, AB21 0GL.

Do you have to provide information to us?

To allow us to meet our contractual obligations to you, the provision of your personal information is necessary for us to provide goods/services.

What are the legal grounds for using your personal information?

- ◆ Any requirement for legal, accounting or reporting reasons
- ◆ Any requirement which enables us to fulfil a contract between you and us including using your bank details to pay you as a supplier
- ◆ Any requirement which enables us to provide goods/services to you, our client

How are we protecting and safely storing the information we obtain?

IPS (Aberdeen) Ltd have measures in place which prevent unauthorised access or accidental loss of your personal information. Procedures are in place to deal with any suspected data security breach and we will alert you of any such suspected breach. IPS (Aberdeen) Ltd are not responsible for information security which is transmitted to us over networks which are out with our control including the internet and wireless network.

How long will we retain the information we obtain?

We will retain your personal information for as long as it is required for us to fulfil the purposes for which we collected it initially. For example, if we continue to have a contract with you, we will retain your information and for a period of generally 6 years thereafter or for as long as required for legal, accounting or reporting purposes. Retention periods will vary depending on the nature of the personal information, the sensitivity of the personal information and the potential risk of harm from

unauthorised access or use. There are instances whereby IPS (Aberdeen) Ltd may retain the information in an anonymised manner without prior notification to you.

What rights do you have in respect of your personal information we obtain?

IPS (Aberdeen) Ltd will process your personal information in line with your rights which are:

- At any time, you can opt out of processing your personal information for marketing purposes
- You can place restrictions on the processing of your personal information in certain circumstances
- You can request access to your personal information including a copy of it
- You can request amendments to incorrect personal information
- You can request the deletion of personal information concerning you in some circumstances

All of the above can be performed as long as we continue to comply with legal or contractual obligations. To request a copy of your personal information, please write to: Raff Celentano, Data Protection Officer, IPS (Aberdeen) Ltd, Unit 3, Dunnottar House, Howe Moss Drive, Kirkhill Industrial Estate, Dyce, Aberdeen, AB21 0GL.

Do you have any queries or a complaint?

If you have any queries or have a complaint in respect of your personal information, please contact our Data Protection Officer (details above).

You also 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.

Our Privacy Notice Changes

Any changes to this Privacy Notice will be posted on our website, www.theipsgroup.co.uk

Updated April 2019