

Data Protection Policy

Introduction

Pentagon Plastics Group (Pentagon Plastics Ltd and Pentagon Tooling Ltd) needs to gather and use certain information about individuals.

These can include customers, suppliers, business contacts, employees, and other people that the organisation has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled, and stored to meet the company's data protection standards and to comply with the law.

Why this policy exists

This data protection policy ensures Pentagon Plastics Group

- Complies with the data protection law and follow good practice
- Protects the rights of staff, customers, and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

The kind of information we hold about you

Personal information is information about an individual from which that person can be identified.

The information that we collect in relation to you (in a business capacity) hold and use to administer your account with us include name, email address, postal address, bank account details and contact telephone numbers.

How we use your personal information?

The reason for us using your personal information is to administer your trading account with our business. This will include but is not limited to: Obtaining product information to fulfil RFQ'S, providing design advice, processing orders, quality processes and financial transactions.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

How do we share your data?

We will only share your data with third parties (including third-party service providers and other entities in the group) where you have requested that we do so, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Data Protection Policy

We have put in place measures to protect the security of your information and procedures to deal with any suspected data security breach. Details of these measures are available upon request. We will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Should you cease trading with our company your records will be retained for a minimum of 7 years for accounting purposes. Any email addresses names and contact telephone numbers will be deleted from our system by our Accounts team ensuring that the only information held is in relation to financial transactions and order history.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

What are your responsibilities?

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Complaints

If you have any questions about this privacy notice or how we handle your personal information, please contact our data protection contact. You 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.

Should a data breach occur we will carry out all required investigations within a 30-day period, this will be managed by our Data Protection Officer, Paul Edwards.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide a new privacy notice when we make any substantial updates.

Delivered by: Paul Edwards
Managing Director