



**Norton Cast Products**

**Privacy Notice**

Under new laws coming into effect on the 25<sup>th</sup> of May 2018, we need to provide you with certain details concerning how your personal data will be used and protected.

We take the protection of the data we hold about you seriously and are committed to respecting your privacy. This notice is to explain how we may use personal information we collect, how we comply with the law on data protection, and what your rights are.

<b>Names of data controller</b>	<b>Norton Cast Products</b>
<b>Categories of personal data we collect</b>	<ul style="list-style-type: none"> <li>Name, Title</li> <li>Contact Details</li> <li>Qualifications, Certificates, Training</li> <li>Signature</li> </ul>
<b>Our sources of the personal data</b>	<p>We obtain personal data from:</p> <ul style="list-style-type: none"> <li>You</li> <li>Your employer</li> </ul>
<b>Automated decisions we may take</b>	None
<b>Purposes for which we process personal data</b>	<p>Norton cast products will process the personal data:</p> <ul style="list-style-type: none"> <li>To comply with Government agencies such as HSE, ICO, EA.</li> <li>To enable Norton Cast Products to deliver business contracts; including maintaining traceable and accurate inspection and certification records</li> <li>To enable Norton Cast Products to seek new business contracts.</li> <li>For quality and improvement monitoring</li> </ul>
<b>Who we will disclose your personal data to</b>	<ul style="list-style-type: none"> <li>Appointed auditors</li> <li>Training providers</li> <li>Certification and inspection records.</li> <li>Customers and suppliers</li> <li>Government, law enforcement and legal agencies</li> </ul>
<b>Legal basis for processing your personal data</b>	<p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> <li>To comply with <b>legal obligation</b> to Government agencies such as HSE (<a href="http://hse.gov.uk">hse.gov.uk</a>), ICO (<a href="http://ico.org.uk">ico.org.uk</a>), EA. (<a href="http://www.gov.uk/government/organisations/environment-agency">www.gov.uk/government/organisations/environment-agency</a>)</li> </ul>



	<ul style="list-style-type: none"><li>• Ensuring we fulfil the <b>contracts</b> established with suppliers</li><li>• Ensuring we fulfil <b>contracts</b> established with our customers.</li><li>• To achieve the <b>legitimate business interest</b> of administering contracts for goods and services. Where they do not override the interests or fundamental rights and freedoms of the individuals concerned.</li><li>• To achieve the <b>legitimate business interest</b> of maintaining our business management systems, including ISO 9001. Where they do not override the interests or fundamental rights and freedoms of the individuals concerned.</li></ul>
<b>Your right to withdraw consent</b>	We do not seek consent as a basis for processing of personal data.
<b>Location of your personal data</b>	In limited instances personal data may be shared outside the EU, including; name and work contact information. All other personal data will be kept within the European Economic Area.
<b>How long we will keep your personal data for</b>	We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected.
<b>Your rights in respect of your personal data</b>	You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing of it, and the right of data portability. You also have a right to see the Legitimate Interest Assessment (LIA) conducted where we use this as a basis for processing your personal data.
<b>Our contact details</b>	<b>email.</b> <a href="mailto:info@nortoncast.com">info@nortoncast.com</a> <b>phone.</b> 0114 244 8722 <b>website.</b> <a href="http://www.nortoncast.com">www.nortoncast.com</a>
<b>Complaints</b>	If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person above. You can also contact the Information Commissioner's Office.