



PRIVACY POLICY

Introduction

This privacy policy applies between you, the website visitor, service users and Tallot Engineers Ltd. Tallot Engineers Ltd takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website or other services.

Please read this privacy policy carefully.

Definitions and interpretation

1. In this privacy policy, the following definitions are used:

Data	collectively all information that you submit to Tallot Engineers Ltd. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws;
Data Protection Laws	any applicable law relating to the processing of personal Data, including but not limited to the Directive 96/46/EC (Data Protection Directive), Data Protection Act 2018 or the GDPR, and any national implementing laws, regulations and secondary legislation, for as long as the GDPR is effective in the UK;
GDPR	the General Data Protection Regulation (EU) 2016/679;
Tallot Engineers Ltd, we or us	Tallot Engineers Ltd, a company incorporated in England and Wales with registered number 01363159 whose registered office is at Station Road, Llanfyllin, Powys, SY22 5DD;
User or you	any third party that is not either (i) employed by Tallot Engineers Ltd and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Tallot Engineers Ltd; and
Website	the website that you are currently using, www.tallot.co.uk , and any subdomains of this site unless expressly excluded by their own terms and conditions.

Who are we & Data Protection Contact

Tallot Engineers Ltd are a subcontract manufacturer of precision turned fasteners and components for the aerospace, commercial, medical, military and motorsport sectors. We are based at one location in Mid Wales, United Kingdom.

For purposes of the applicable Data Protection Laws, Tallot Engineers Ltd is the "data controller". This means that Tallot Engineers Ltd determines the purposes for which, and the manner in which, your Data is processed.

Tallot Engineers Ltd Data Controller contact details below.

Name: A. Frost
Address: Tallot Engineers Ltd, Station Road, Llanfyllin, Powys, SY22 5DD, UK.
Telephone: 01691 648 605
Email: sales@tallot.co.uk
Web: www.tallot.co.uk

What information do we collect

We collect Data in the following ways:

- a. data is given to us by you;
- b. data is received from other sources, for example:
Facebook / Twitter

Tallot Engineers Ltd will collect your Data in a number of ways, for example:

- a. when you contact us through by telephone, post, e-mail or
- b. through any other means;

in each case, in accordance with this privacy policy.

Tallot Engineers Ltd will collect the following data given by you, for example:

Your name and gender, business name, address, telephone number, email address, job title and business bank details (for processing payments such as refunds and services)

Tallot Engineers Ltd do not receive data about you from third parties.

Why are we processing your data / purpose of processing.

Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience. Specifically, Data may be used by us for the following reasons:

- a. improvement of our products and services;
- b. manage business relationships and meeting our contractual obligations;

in each case, in accordance with this privacy policy.

We may also use your Data where there is not contractual relationship, and where we need to process your data for potential business opportunities. We can use your personal data in this way because it is in our legitimate interests to network and grow the business.

Lawful basis of processing

We may use your Data for the above purposes if we deem it necessary to do so to meet our contractual obligations to you and for legitimate interests, such as retaining information relating to previous agreements / previous contractual obligations for the purpose of assessing and processing changes affecting our services and obligations to you.

Who we share Data with

We may share your Data with the following groups of people for the following reasons:

- a. our employees, agents and/or professional advisors - to obtain advice from professional advisers;
- b. third party service providers who provide services to us which require the processing of personal data - to help third party service providers in receipt of any shared data to perform functions on our behalf to help us engage with the user and to enhance our social media profiles;

in each case, in accordance with this privacy policy.

To ensure that your Data receives an adequate level of protection, we have put in place appropriate safeguards and procedures with the third parties we share your Data with. This ensures your Data is treated by those third parties in a way that is consistent with the Data Protection Laws.

How do we keep your data secure

We will use technical and organisational measures to safeguard your Data, for example:

- a. access controlled by a username, password and multi factor authentication.
- b. we store your Data on secure online servers.

Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via this e-mail address: sales@tallot.co.uk.

Data retention / how long we keep your data for

Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.

Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

Rights available

You have the following rights in relation to your Data:

- a. **Right to access** - the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update or delete such information. If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is "manifestly unfounded or excessive." Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why.
- b. **Right to correct** - the right to have your Data rectified if it is inaccurate or incomplete.
- c. **Right to erase** - the right to request that we delete or remove your Data from our systems.
- d. **Right to restrict our use of your Data** - the right to "block" us from using your Data or limit the way in which we can use it.
- e. **Right to data portability** - the right to request that we move, copy or transfer your Data.
- f. **Right to object** - the right to object to our use of your Data including where we use it for our legitimate interests.

Right to lodge a complaint

If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>.

It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: sales@tallot.co.uk.

Transfers outside the EEA

22. Data which we collect from you from public third party sources may be stored and processed in and transferred to countries outside of the European Economic Area (EEA). For example, this could occur if our servers are located in a country outside the EEA or one of our service providers is situated in a country outside the EEA.
23. We will only transfer Data outside the EEA where it is compliant with data protection legislation and the means of transfer provides adequate safeguards in relation to your data, e.g. by way of data transfer agreement, incorporating the current standard contractual clauses adopted by the European Commission, or by signing up to the EU-US Privacy Shield Framework, in the event that the organisation in receipt of the Data is based in the United States of America.

Links to other websites

25. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

Changes to this privacy policy

33. Tallot Engineers Ltd reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website. You may contact Tallot Engineers Ltd by email at sales@tallot.co.uk.

Effective from 04/03/2021