



Privacy Notice

1. Who is responsible for managing my information?

The Salt Co (Int) Limited
Unit 1, Netherset Hey Industrial Estate
Netherset Hey Lane
Madeley
CW3 9PE

This is our **Privacy Notice** and it explains how we collect, use, share and protect your personal data.

We are responsible for the collection and proper management of any personal information you give to us. We will keep your personal details secure and use the information you provide consistently with applicable privacy and data protection laws and the terms of this Privacy Notice. We will hold your data electronically and hard copy at our business addresses. Your data is also backed up and securely stored off site, in the UK, as part of our IT security.

2. What information do we collect?

We collect information to fulfil contractual orders; to obtain the best quotes and suppliers to meet our customers' needs; to liaise with potential customers about products that may be of interest to them; to effectively maintain and service our equipment, websites and machines; to meet legal, financial, HSE and other regulatory obligations; to support effective recruitment and to ensure employee needs are met.

The information we collect, and hold is likely to include your name, contact details, information about your organisation and any additional information we may need to help meet your specific requirements.

We also collect website usage information on our website www.thesaltcompany.co.uk and do this using "cookies". Cookies are text files placed on your computer to collect standard internet log information and visitor's behaviour information. This information is used to track visitor use on the website and to compile statistical reports on website activity. For further information about "cookies" visit www.aboutcookies.org or www.allaboutcookies.org You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

We also use LinkedIn for networking, if you do not want your contact details to be shown on LinkedIn please email sales@thesaltcompany.co.uk to remove all data.

3. **How do we use your information?**

The information you provide may be used in several ways, for example:

- to enable us to process and respond to sales enquiries
- to enable us to manage and administer services to our customers and suppliers
- to enable us to provide products and/or services to you and/or your organisation
- to answer questions, you or your organisation have
- for statistical purposes when we evaluate our range of services
- to personalise repeat visits to our websites
- to tell you about other products and services we think may be of interest to you
- to manage service queries
- to help us to provide details or information you may have requested.

4. **On what legal basis will we process your information?**

We will always process your personal information on lawful grounds and on the grounds set out below: -

Performance of a Contract/Service

We will use your personal information to allow us to provide you with products you have ordered.

This information is likely to include your name, contact details and payment details, information about your business and any additional information we may need to help meet your specific requirements.

If you do not provide us with the information set out in this paragraph, then we may not be able to provide you with products and/or services.

Legitimate Interest

We may use your name and contact details to tell you about our own products, services or events which we think may be of interest to you. You can ask us to stop doing so at any time by emailing Tracey@thesaltcompany.co.uk

We may use some of your personal information for statistical purposes when we evaluate our range of services.

If we buy or sell any business and/or assets we may disclose your personal data to the prospective buyer or seller of the business and/or assets.

The above will be done on the basis that they are in the legitimate interest of The Salt Co. (Int) Ltd.

Consent

We may ask your consent to share your name and contact details with selected third parties so that they can tell you about their products and services. If you agree, we may also pass on your information, in certain cases, for the purposes of conducting a credit check.

You can withdraw your consent at any time by emailing Tracey@thesaltcompany.co.uk

Legal Obligation

We may also use and disclose your personal data to the extent that we are required to do so by law or regulation, for compliance purposes, by a law enforcement or taxation agency or for crime prevention purposes.

5. Who will you share my information with?

To provide you with the products and services that we supply we may share your information with:

- our preferred insurance providers, our legal team, auditors, IT consultants and;
- other third parties who we may need to work with to deliver services or fulfil requests on your behalf, for example transport companies and other suppliers.

We may also disclose your personal data without your permission in connection with any legal proceedings or prospective legal proceedings, and to establish, exercise or defend our legal rights.

6. How do you manage my information?

We may from time to time appoint third party service providers, to help us manage efficient systems within the business. Some of these systems may for operational reasons be in countries overseas including the USA.

We will only transfer your information to service providers who help manage our systems, or overseas, where we are satisfied that this is lawful and that adequate levels of protection are in place to protect the integrity and security of any information being processed and in compliance with applicable privacy laws.

If we transfer your personal data to service providers outside the European Economic Area, then we will always use a lawful method approved by the European Commission.

You may ask for details on transfers outside of the European Economic Area by emailing Tracey@thesaltcompany.co.uk or contacting our office at The Salt Co. (Int) Limited, Unit 1, Netherset Hey Industrial Estate, Netherset Hey Lane, Madeley CW3 9PR

7. Updating Your Details?

If you would like to change any of your preferences relating to the way in which we may use your information for direct marketing, then please send an email to Tracey@thesaltcompany.co.uk or contact us at The Salt Co. (Int) Limited, Unit 1 Netherset Hey Industrial Estate, Netherset Hey Lane, Madeley, CW3 9PE Alternatively you can call on 01782 751418

8. How long will we hold your information for?

We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of or deleted in a secure manner.

9. Your rights

You have the right to ask us at any time: -

- to confirm whether we hold any of your personal data;
- to send you a copy of any personal data that we hold about you;

- to correct any inaccuracies in your personal data and to add relevant details where the personal data we hold is incomplete;
- to delete (to the extent possible) any of your personal data, where we are required by law to do so;
- to stop or restrict processing your personal data, where we are required by law to do so;
- to let you have a portable copy of the personal data we hold about you, where we are required by law to do so;
- to stop processing any of your personal data that we process based on our legitimate interests; and
- to stop sending you marketing material, however please note that we may continue to send you service related (i.e. non-marketing) communications, such as emails relating to the services we provide.

Where we have reached a decision that affects you by processing your personal data automatically then you have the right to speak to someone to discuss that decision.

We do not use your personal data for the purpose of profiling.

Where we process your personal data on the basis that you have given us your consent to do so then you may contact us at any time to withdraw your consent

If you wish to exercise any of these rights or wish to object to our use of your personal information, please write to us at the address given below.

Tracey Need

The Salt Co. (Int) Limited

Unit 1, Netherset Hey Ind Est

Netherset Hey Lane

Madeley

CW3 9PE

Or by email to: Tracey@thesaltcompany.co.uk

10. Does the notice apply to linked websites?

Our websites may contain links to other websites. This privacy notice only applies to the website of The Salt Co. (Int) Limited, when you link to other websites you should read their own privacy policies.

11. How do we update this privacy notice?

We keep our privacy notice under regular review and we will place any updates on our webpage.

12. Who can I contact if I have queries about this privacy notice?

You can contact us directly if you have any questions about our privacy notice or information we hold about you.

Please write to us at the address given below.

Tracey Need

The Salt Co. (Int) Limited

Unit 1, Netherset Hey Ind Est
Netherset Hey Lane
Madeley
CW3 9PE
Or by email to: Tracey@thesaltcompany.co.uk

Or call on: 01782 751418

If you are dissatisfied with our handling of any complaint you also have the right to raise concerns with The UK Information Commissioner: <https://ico.org.uk>