



Privacy Policy Horstman

This privacy policy explains how Horstman Defence Systems Limited use any personal information we collect about you.

What information do we collect about you?

- We collect information about you when you contact us to discuss a potential contract.
- We also collect information when you voluntarily give us business cards and contact details for potential future business.
- We may also collect information about you from trade shows, recommendations within the industry, your website and so on.
- This information will include your name, job title and business contact details, ie e-mail address, telephone number and work address.
- If you visit our site we have CCTV cameras for security purposes, data is held for no more than 12 months.

How will we use the information about you?

- We collect information about you in order to communicate with you in order to perform a business contract and if you agree to contact you about future business.
- We may pass on your personal information to our Group of companies (US and Canada) so that they may offer you their products and services. Whilst this is outside the EEA, there is an adequacy decision by the European Commission in respect of Canada and a Privacy Shield with the US so they are deemed to provide adequate protection in terms of data.
- Horstman will not share your information for marketing purposes with companies outside the Horstman Group

Marketing

- We will send you information about products and services of ours and other companies in our group which may be of interest to you.
- You have a right at any time to stop us from contacting you for marketing purposes or giving your information to other members of the Horstman Group.
- If you no longer wish to be contacted for marketing purposes, please contact the Commercial team at esales.horstman.co.uk

How we look after your data

- We will treat your data with care and take all appropriate steps to protect it.

- Access to your personal data on our internal systems and email accounts are password-protected.
- CCTV footage of visits to site are stored for less than 12 months and only accessible with the agreement of the Data Protection Lead.

Your Rights

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email our Data Protection Lead on dataprotectionlead@horstman.co.uk. We may make a charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information 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. However in a few cases some of our website features may not function as a result.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page.

How to contact us

For further information on how your information is used, how we maintain the security of your information and your rights to access the information we hold on you, please contact the Data Protection Lead on dataprotectionlead@horstman.co.uk

APPENDIX – FURTHER DETAILS

This section of the Privacy notice details about the type of personal data we hold about you, what we use it for, our legal grounds for doing so, who we share it with and how long we keep it.

Please note that we will not necessarily hold, use or share *all* of the types of personal data as described in this Appendix in relation to you. The specific types of data about you that we will hold, use and share will depend on our relationship with you.

Type of ordinary personal data held by us	What we use it for	Legal ground
Biographical details (including name, job title, business contact details,)	Communicating for business purposes. Sharing with Horstman Group to develop business opportunities Identifying visitors to site from a security perspective and ensuring their H&S. Security is a requirement of accreditations such as AS9100 due to the nature of industry.	Performance of the contract In our legitimate interest to hold contact details in order to contact you for ongoing and potential business relationship. Data held for duration of relationship including minimum retention periods that may apply to documents for contractual or legal reasons. In our legitimate interest to protect our site security by identifying who is on site as well as to ensure the H&S of visitors to site. Visitor badges destroyed after visit and books destroyed after 6 months.
CCTV footage	Primarily for security purposes Security is a requirement of accreditations eg AS9100	In our legitimate interest to maintain the security of our premises. CCTV is held for no more than 12 months.