

L.G. Optical (Mfg) Ltd
25 Brunel Road
Churchfields Industrial Estate
St Leonards On-Sea
East Sussex
TN38 9RT
United Kingdom

Tel: +44 (0) 1424 851878
Fax: +44 (0) 1424 853368
Email: info@lgoptical.co.uk
Web Site: www.lgoptical.co.uk

NEWBY FOUNDRIES LIMITED

GDPR

General Data Protection Regulation

As you are aware the new General Data Protection Regulation (GDPR) comes into force on 25th May 2018 and we are contacting you because we hold personal data, email addresses, bank information and business details etc, which are stored on our companies systems.

The data we hold and retain is necessary for us to provide our products and ongoing services to you and to fulfil our contractual obligations we have with you and your company. Data Protection law states that we are allowed to use your personal information only if we have a legitimate reason to do so. The law says we must have one or more of the following reasons:

- To fulfil a contract we have with you, or
- When it is our legal duty, or
- When it is in our legitimate interest, or
- When you consent to it.

A legitimate interest is when we have a business or commercial reason to use your information. But, it must be fair and transparent. If we rely on our legitimate interest, we will explain to you what that is.

We need to use this data but will not pass on any of your data or details to any other companies or third parties without obtaining permission from the data holder.

How long we will keep your data

We will keep your personal information for as long as we have a professional relationship with you.

After the relationship ends we may keep your data for up to 7 years for legal, regulatory or technical reasons.

Your rights to access your data

Under the GDPR you have the right to obtain a copy of the personal information that we hold about you. You also have the right to amend anything that you think is wrong or incomplete, if you wish to do this please contact:

hr@newbyfoundries.co.uk and we will take reasonable steps to check it's accuracy and correct it immediately if necessary.

The right to object

You have the right to object to us using and processing your personal data, or to ask us to delete it, remove it or stop using it. This is known as the right to object or the right to be forgotten.

There may be legal or other official reasons why we need to keep or use your data. But please tell us if you think that we should not be using it.

How to withdraw your consent

You can withdraw your consent at any time. Please contact us if you want us to do so at **hr@newbyfoundries.co.uk**.

If you withdraw your consent, we may not be able to provide certain services to you. If this is so we will tell you.

How to complain

Please let us know if you are unhappy with how we use your personal data. Please contact us at

hr@newbyfoundries.co.uk

You also have the right to complain to the Information Commissioner's Office. Find out on their **website how to report a concern**.

Marketing

Keeping your personal information safe and secure is and always as been important to us. That is why we need to tell you about some changes to our privacy policy.

The changes don't alter what we use your personal information for. The fact that the law is changing only builds on what we already do and that is to give your personal information the respect and security it deserves.

We will never share your data with third parties unless we are legally obliged to do so or we have your prior consent.

On-going

Should you have any queries please contact us at:

Newby Foundries Limited

Smith Road

Wednesbury

West Midlands

WS10 0PB

T: 0121 556 4451

E: hr@newbyfoundries.co.uk



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Registered in England
Company Registered No. 3761516
Registered Office: Smith Road
Wednesbury
West Midlands. WS10 0PB