

Privacy policy for employees of customers / suppliers / service providers

Data controller

If you, as an individual or an employee of a company, have bought, rented or similarly obtained a product or service from us or sold, let or similarly provided a product or service to us, we record and process your personal data.

HellermannTyton Limited, Griffin House, 135 High Street, Crawley, West Sussex, RH10 1DQ is the data controller for your personal data and hence responsible for the processing of your personal data in accordance with the applicable data protection laws and provisions.

If you have any queries concerning your personal data, please contact our data protection manager:

Hayley Foster

Tel.: +44 (0)1293 608905

HellermannTyton Limited, Griffin House, 135 High Street, Crawley, West Sussex, RH10 1DQ

E-mail: hayley.foster@hellermanntyton.com

Categories of personal data affected

The following list contains the categories of personal data that may be processed. Please note that not all of the personal data contained in the following list will necessarily be processed. The examples listed under the individual categories are not exhaustive.

Contact data, e.g. name, business address, e-mail address, telephone number

Company data, e.g. name of company, professional status, country

IT-related data, e.g. user ID, passwords, log-in data as well as data and protocols on your use of IT applications or services of HellermannTyton

Financial data, e.g. credit or payment information, bank account details

Contractual data, e.g. orders, contracts and other agreements between you and us

Legal basis

Legal basis

We may be legally obliged to process your personal data, for example in order to report transactions to authorities.

Contractual obligation

We may be obliged to process your personal data in order to fulfil an order or a service contract that you or your employer have signed.

Legitimate interests

Our legitimate interests include for example the management of the business relationship for the purpose of fulfilling contracts that affect you or your employer, and/or for the conclusion of contracts with you or your employer.

Purposes of processing

We process your personal data for the purpose of communicating with you or your employer, for managing the business relationship, for fulfilling contracts that concern you or your employer and/or for concluding contracts with you or your employer.

If you are an employee of a customer, the following paragraph is additionally applicable: In exceptional cases and only if no other legal basis applies, we will ask you for your explicit consent to the processing of your personal data for the following purposes. You may withdraw your consent at any time. However, this has no effect on the lawful processing based on your consent before the withdrawal.

Advertising messages and marketing purposes

E.g. the sending of our regular newsletters, advertising materials, invitations to events organized by ourselves or by companies with which we cooperate. **Customer surveys**, e.g. surveys on customer satisfaction

Source of the personal data

We receive your personal data from you or your employer.

Data transfer to third parties

If it is necessary for the processing of personal data, we transfer your personal data to other companies within the corporate group ([LINK](#)) or to external sites. These also include companies outside of the European Union or the European Economic Area. We do of course ensure that the data recipients offer a sufficient guarantee that the data will be used lawfully and securely and that they are contractually obliged to observe the statutory regulations.

Furthermore, we reserve the right to transfer personal data to third parties if we are forced to do so by law, judicial decision of the responsible court or decision by the relevant public authority or if we are compelled by actions or omissions on your part to have our rights, property or assets protected or asserted by relevant public authorities.

Storage period

We store your personal data for the period of time required for the fulfilment of our own legal and contractual obligations. This time period takes account of aspects such as the term of the contract and requirements arising from the product guarantee and warranty.

Your rights as data subject

- **Right of access (Art. 15 GDPR):** You can request information at any time on whether and which personal data is being used by us, for what purposes the processing is taking place,

where the data originates from, to which recipients the data is transferred if necessary and how long such data is stored by us.

- **Right to rectification (Art. 16 GDPR):** If you see that personal data concerning you is incorrect, you can demand that such data be rectified at any time. Where in your view data is incomplete, you can also demand for this data to be completed.
- **Right to erasure (Art. 17 GDPR):** If, in your opinion, the use of your personal data is no longer necessary or is taking place without sufficient legitimate basis or is unlawful for other reasons, you can demand for this data to be erased.
- **Right to restriction of processing (Art 18 GDPR):** Instead of the erasure of data, you can also demand the processing of your data to be restricted if data is being processed unlawfully. In particular, you can also demand such a restriction of processing when you contest the accuracy of data or you have objected to use of the data.
- **Right to data portability (Art. 20 GDPR):** With respect to personal data that you have provided yourself and which is being used on the basis of a contract or consent, you can demand for this data to be made available to you in a structured, commonly used and machine-readable format. You can also demand for this data to be transferred directly to another controller.
- **Right to object (Art 21 GDPR):** If grounds arise relating to your particular situation that render use of your personal data that we process on the basis of a balancing of interests impermissible, you have the right to object to such use of the data. If your personal data is used for direct marketing, you do in any case have a right to object.
- **Right to lodge a complaint with a supervisory authority (Art. 77 GDPR):** If in your opinion, your rights relating to the personal data concerning you have been infringed, you have the right to lodge a complaint with a supervisory authority. In particular, you may contact the supervisory authority responsible for your place of residence, place of work or place of the alleged infringement.

To send us an enquiry relating to your data, please complete the following request form: [Annex 4](#)

Please send the completed form by post or e-mail to our data protection manager:

Hayley Foster

Tel.: +44 (0)1293 608905

HellermannTyton Limited, Griffin House, 135 High Street, Crawley, West Sussex, RH10 1DQ

E-mail: hayley.foster@hellermanntyton.com

Please remember to attach documents that enable your identity to be verified.