

DATA PRIVACY NOTICE

Normec is responsible for ensuring that it uses your personal data in compliance with data protection law. The purpose of this notice (**Privacy Notice**) is to explain what personal data Normec collects and how Normec uses it. For the purposes of data protection law, Normec is a data controller in respect of your personal data. "Personal data" is any data that can be used to identify you or that Normec can link to you and which Normec has in its possession or control.

In this Privacy Notice when we refer to "Normec" or "we"/"us"/"our" we mean Normec. You can find contact details and the details of the data controllers within Normec, by contacting us on privacy@normecgroup.com.

Personal data that Normec collects

Normec will collect and process the personal data that you or someone acting on your behalf provides to Normec.

This includes information about you that you give Normec by filling in forms, signing up for services on our website or by communicating with Normec, whether face-to-face, by phone, e-mail or otherwise. If you are a client or are connected with one of our client's matters, this may include personal data about you or others that is provided to Normec in connection with the provision of services to that client.

Information Normec collects or generates about you.

We will also collect information about you when you use our services or when we otherwise interact or correspond with you. We use various technologies to collect and store information when you visit our websites. We may, for example, collect information about the type of device you use to access the websites, your IP address and your geographic location, the operating system and version, your browser type, the content you view and features you access on our websites, the web pages and the search terms you enter on our websites. For information about how we use Cookies and the choices you may have, you can review our Cookies Statement on www.normecgroup.com.

If you are a client, or are connected with one of our client's matters, this information may include:

- information about you, and relationship to others
- data that Normec collects about your use of Normec's IT systems
- recordings of telephone calls between you and Normec

Information Normec obtains from other sources

If we collect or receive your personal data in the context of our provision of services, we might receive information from third parties such as your employer, other parties relevant to the services we are providing and others such as regulators and authorities. That information could include your name, contact details, employment details and other information relevant to the services that we are providing to our client.

Uses of your personal data

Personal data may be stored and processed by Normec in the following ways and for the following purposes:

- to provide Normec's products and services, including providing reports and certificates to our clients
- verify your identity (including for fraud prevention purposes), assess your ability to meet your financial commitments (if any) and manage Normec's relationship with you
- to contact you in connection with your work with Normec and the products and services that Normec provides to you
- to perform the contract with
- to engage in marketing and business development activity and to advise you of other products and services of Normec
- to notify you about changes to Normec's service
- to comply with Normec's legal and regulatory obligations. This includes reporting to the relevant authorities
- to use it to prevent and respond to actual and potential fraud or illegal activities
- to use it to look into any complaints or queries you may have.

Normec is entitled to use personal data in these ways because:

- Consent - we may need your consent to use your personal data. You can withdraw your consent by contacting us (see below).
- Performance of a contract - we may need to collect and use your personal data to enter into a contract with you or to perform our obligations under a contract with you
- Legitimate interest - we may use your personal data for our legitimate interests, some examples of which are given above.
- Compliance with law or regulation - we may use your personal data as necessary to comply with applicable law/regulation.

Disclosure of personal data to third parties

Normec may also disclose personal data to third parties, as follows:

- to third party agents, service providers or contractors, bound by obligations of confidentiality, who will only use personal data on Normec's behalf for the purposes described in this Privacy Notice

- to third parties relevant to the services outlined in the contract with you. This may include for example professional advisers or regulators to the extent required by law, regulation or court order for example if Normec is under a duty to disclose personal data in order to comply with any legal or regulatory obligation
- in order to establish, exercise or defend Normec's legal rights, for example if Normec needs to obtain external legal advice or provide personal data in connection with judicial proceedings

Transfers of personal data outside the European Economic Area

Personal data may be transferred to, and stored at, a destination outside the European Economic Area (EEA). It may also be stored and processed by staff operating outside the EEA, who work for Normec's or Normec's third party agents, service providers or contractors. Where Normec transfers personal data outside the EEA, Normec will ensure that it is protected in a manner that is consistent with how personal data will be protected by Normec in the EEA. This may be achieved in one of the following ways:

- the country that Normec sends the data to might be approved by the European Commission or by a relevant data protection authority
- the recipient might have signed a contract based on "model contractual clauses" approved by the European Commission or by a relevant data protection authority, obliging them to protect the personal data that they receive.

In other circumstances the law may permit Normec to otherwise transfer personal data outside the EEA. In all cases, however, Normec will ensure that any transfer of personal data is compliant with applicable data protection law. You can obtain further details of the protection given to your personal data when it is transferred outside the EEA by contacting Normec in accordance with the "Contacting Normec" section below.

Retention of personal data

How long Normec holds personal data for will vary. The retention period will be determined by various criteria including:

- the purpose for which Normec is using it - Normec will need to keep the data for as long as is necessary for that purpose
- legal obligations - laws or regulation may set a minimum period for which Normec has to retain personal data.

Rights in relation to personal data

You have a number of legal rights in relation to the personal data that Normec holds about you. These rights include:

- the right to obtain information regarding the processing of your personal data and access to the personal data which Normec holds about you
- the right to request that Normec rectify your personal data if it is inaccurate or incomplete
- the right to request that Normec erase your personal data in certain circumstances. Please note that there may be circumstances where you ask Normec to erase your personal data but Normec is legally entitled to retain it
- the right to object to, and the right to request that Normec restrict, its processing of your personal data in certain circumstances. Again, there may be circumstances where you object to, or ask Normec to restrict, its processing of your personal data but Normec is legally entitled to continue processing your personal data and / or to refuse that request in some circumstances, the right to receive some personal data in a structured, commonly used and machine-readable format and/or request that Normec transmit such data to a third party where this is technically feasible. Please note that this right only applies to personal data which you have provided to Normec
- the right to withdraw your consent, although in certain circumstance it may be lawful for Normec to continue processing your data where Normec has another legitimate reason (other than consent) for doing so. Normec is not relying on your consent in order to process your personal data for the purposes and in the manner set out in this Privacy Notice
- the right to lodge a complaint with the relevant data protection authority if you think that any of your rights have been infringed by Normec.

You can exercise your rights by contacting Normec using the details set out in the "Contacting Normec" section below.

You can find out more information about your rights by contacting the relevant data protection authority. We can, on request, tell you which data protection authority is relevant to the processing of your personal data.

Contacting Normec

If you would like further information about Normec's processing of your personal data or the exercise of any of the rights referred to above, please address questions, comments and requests to privacy@normecgroup.com.