



PRIVACY NOTICE

BACKGROUND:

WSCS INTERNATIONAL LTD. understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all our current customers and suppliers but also our potential customers and suppliers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. Information about us:

WSCS INTERNATIONAL LTD. is a limited company, registered in England under company number 07684058.

The registered address for WSCS INTERNATIONAL LTD: The Rectory, 1 Toomers Wharf, Newbury, Oxfordshire, RG14 1DY. And main trading address is Badgemore House, Gravel Hill, Henley-on-Thames, Oxfordshire, RG9 4NR

Our VAT Number is GB289208762

2. WHAT DOES THIS NOTICE COVER?

This Privacy information explains how we use your personal/business data: how it is collected, how it is Held, and how it is processed. It also explains your rights under the law relating to your personal/business data.

3. WHAT IS PERSONAL DATA?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (The "GDPR) as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simple terms, any information about you or a business that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers.

The personal data that we use is set out in Part 5, Below.

4. WHAT ARE MY RIGHTS?

Under the GDPR, you have the following rights, which we will always work to uphold in every instance:

- a) The right to be informed about our collection and use of your personal data.
This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or ask any questions using the details in part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.



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- c) The right to have your personal data rectified if any of your personal/business data held by us is inaccurate or incomplete. Please contact us using the details in part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal/business data that we have. Please contact us using the details in part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal/business data.
- f) The right to object to us using your personal/business data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal/business data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of your personal/business data to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling. We do not use your personal/business data in this way.

For more information about our use of your personal/business data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal/business data, you have the right to lodge a complaint.

5. WHAT PERSONAL DATA DO YOU COLLECT?

We may collect some or all of the following personal/business data (This may vary according to your relationship with us):

- Names
- Business Address;
- Email address;
- Telephone number;
- Business name;
- Job title;
- Profession;
- Business Payment information;



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6. HOW DO YOU USE MY PERSONAL/BUSINESS DATA?

Under the GDPR, we must always have a lawful basis for using personal/business data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal/business data will be used for the following purposes:

- Providing and managing your account.
- Supplying our product and/or services to you. Your personal details are required in order for us to enter into a contract with you.
- Communicating with you. This may include responding to emails or calls from you.

We will always work to fully protect your rights and comply with our obligations under the GDPR.

7. HOW LONG WILL YOU KEEP MY PERSONAL DATA?

We will not keep your personal/business data for any longer than necessary in light of the reason(s) for which it was first collected.

We may need your personal information to establish, bring or defend legal claims. For this purpose, we will always retain your personal/business information for 7 years after the data is no longer needed by us for any of the purposes listed under “HOW DO YOU USE MY PERSONAL DATA” ABOVE (PART 6).

The only exceptions are where:

- The law requires us to hold your personal information for a longer period or delete it sooner.
- You exercise your right to have the information erased (where it applies) and we do not need to hold it in connection with any of the reasons permitted or required under law.
- We bring or defend a legal claim or other proceedings during the period we retain your personal information, in which cases we will retain your personal information until those proceedings have concluded and no further appeals are possible.
- In limited cases, existing or future law or a court or regulator requires us to keep your personal information for a longer or shorter period.

8. HOW AND WHERE DO YOU STORE OR TRANSFER MY PERSONAL DATA?

We will only store or transfer your personal/business data in the UK. This means that it will be fully protected under the GDPR.



9. DO YOU SHARE MY PERSONAL DATA?

Delivery Partners – In order for you to receive your samples or products, WSCS INTERNATIONAL LTD. works with several delivery partners. Again, we only pass information to them to ensure delivery of your samples or products.

If any of your personal/business data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law as described above in part 8.

In some limited circumstances, we may be legally required to share certain personal/business data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

10. HOW CAN I ACCESS MY PERSONAL DATA?

If you want to know what personal/business data we have about you, you can ask us for details of that personal/business data and for a copy of it (Where any such personal/business data is held). This is known as a "subject access request"

All subject access requests should be made in writing and sent to the email or postal addresses shown in part 11.

We will aim to respond to your subject access request within 21 days and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we received your request.

You will be kept fully informed of our progress.

11. HOW DO I CONTACT YOU?

To contact us about anything to do with your personal/business data and data protection, please use the following details (for the attention of Eric Bain Managing Director):

Email address: enquiry@wscsinternational.com

Telephone Number: 01491 410 059

Postal Address: Badgemore House, Gravel Hill, Henley-on-Thames, Oxfordshire, RG9 4NR.

12. CHANGES TO THIS PRIVACY NOTICE

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes or if we change our business in a way that affect personal/business data protection.

Any changes will be made available on our website.