



Davy Way, Llay Industrial Estate, Wrexham LL12 0PG United Kingdom  
Company Registered in England & Wales No. 03687239

## **DATA PRIVACY NOTICE**

### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR")<sup>1</sup>.

### **Who are we?**

Marlin Industries Ltd is the data controller (contact details below). This means that Marlin Industries Ltd decides how your personal data is processed and for what purposes.

### **How do we process your personal data?**

Marlin Industries Ltd complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical and organisational measures are in place to protect personal data.

### **We hold and use your personal data for the following purposes: -**

- For ongoing processing of contracts
- For ongoing processing Sales Orders and Purchase Orders
- Creating manufacturing specifications
- To set up and establish Credit Accounts and Terms & Conditions of Sales and for Sales & Proforma Invoicing purposes.
- To make payments for goods received.
- To provide POD's (Proof of Deliveries)
- For you to receive Order Acknowledgements, Sales Invoices, Debit and Credit Notes and Remittance Advice
- To keep you informed about news, events, activities, products and services offered by Marlin Industries Ltd.
- To keep you informed about general market conditions, raw material costs, product and service charges, specifications and specifications changes relevant to Marlin Industries Ltd, reels, drums, wood waste disposal, cutting and winding and associated products and services.
- To provide you with Corrective Action, Root Cause Analysis Reports regarding Non-Conformances that form part of the Marlin Industries Complaint Process.

- In order to comply with ISO 9001, 14001 & legislative requirements.
- To keep you informed about Refurbished Reels and Drums available ex-stock from Marlin Industries.
- To provide you with Packaging Waste Legislation information pertaining the products purchased from marlin Industries

### **Data Sharing**

Your personal data will be treated as strictly confidential and will be shared only with Marlin Industries employees only.

### **How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary, generally for a period of 7 years in relation to Corporation Tax.

### **Your rights and your personal data**

Unless subject to an exemption [under the GDPR], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Marlin Industries Ltd holds about you;
- The right to request that the Marlin Industries Ltd corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Marlin Industries Ltd to retain such data.

### **Transfer of Data Abroad**

If the personal data is to be transferred to countries or territories outside the EU Marlin Industries will include details of how the data will be protected, together with details of how to obtain copies of the relevant safeguards].

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries or complaints please contact Marlin Industries Ltd, Davy Way, Llay Industrial Estate, Wrexham LL12 OPG United Kingdom. Tel: 01978 854854, E-mail:

[dpo@marlinindustries.com](mailto:dpo@marlinindustries.com)