

## **SUPPLIER PRIVACY NOTICE**

### **What this Privacy Policy covers**

JJS is committed to protecting your privacy in accordance with our obligations under data protection legislation.

This policy explains what information JJS collects about you when we collect your data and to use it only in ways that you would reasonably expect.

This policy applies to all suppliers providing goods or services to JJS Manufacturing Ltd, Paragon Electronic Components Ltd and any other subsidiaries of Paragon Electronics Ltd.

We may make changes to this policy from time to time, particularly where changes in legislation warrant this. To that end, we would encourage you to review this policy periodically. If we do make any significant changes to the way we collect and process your personal information we will make this clear via our website, or by contacting you directly.

This policy recognises the new rights of individuals under GDPR and describes your choices regarding use, access and correction of your personal information.

If you have any questions, comments, or concerns about this policy please contact us at [admin@jjsmanufacturing.com](mailto:admin@jjsmanufacturing.com).

### **Personal Information**

Information about you may be provided directly by yourself, or our supplier – i.e. the company you work for.

We may collect various types of personal data about you, including:

- Your general and identification information (e.g. name, gender, email and/or postal address, fixed and/or mobile number);
- Your function (e.g. title, position and name of company);
- For individuals acting as suppliers or service providers, financial information (e.g. bank account details).

If you intend to provide us with personal data about other individuals (e.g. your colleagues), you must provide a copy of this Privacy Policy to the relevant individual.

### **What are the purposes of the processing?**

We always process your personal data for a specific purpose, and will only process the personal data that is relevant to achieve that purpose. In particular, we process your personal data for the following purposes:

- Manage our suppliers and service providers throughout the supply chain;
- Organise tenders, implement tasks in preparation of or to perform existing contracts;

- Monitor activities at our facilities, including compliance with applicable policies as well as health and safety rules in place;
- Grant you access to our training modules allowing you to provide us with certain services;
- Manage our IT resources, including infrastructure management & business continuity;
- Preserve the company's economic interests and ensure compliance and reporting (such as complying with our policies and local legal requirements, tax and deductions, managing alleged cases of misconduct or fraud, conducting audits and defending litigation);
- Manage mergers and acquisitions involving our company;
- Archiving and record keeping;
- Billing and invoicing; and
- Any other purpose imposed by law and authorities.

Note – you are under no statutory or contractual requirement or obligation to provide us with your personal data. But failure to provide any necessary data may mean that we cannot fulfil orders or process payments that may be due to you.

#### **Your right to your personal information**

Under the General Data Protection Regulation you have the right to request a copy of the personal information we hold about you.

You also have the right to request that we erase any personal information we hold, where we have no compelling reason to continue processing this data.

If you wish to request this information or wish to exercise your right to erasure, please contact [admin@jjsmanufacturing.com](mailto:admin@jjsmanufacturing.com) or call 01455 555500. Once we have received and verified your information request we will respond or action your request within one month.