



## CONTACTS AT SUPPLIERS AND CUSTOMERS AND OTHER BUSINESS CONTACTS

### PRIVACY NOTICE

This notice explains to you what information we will collect and hold about you and what we will do with it. It also explains your rights and who to contact if you have any questions about this notice.

*The following definitions apply in this Privacy Notice:*

*The "Company" means any company in the GKN Wheels & Structures Group that you deal with when you act on behalf of the organisation that you represent.*

*The "Group" means any company that is directly or indirectly: owned by, controlled by, or controls GKN Wheels & Structures.*

#### **1. Who is the data controller?**

The controllers of your personal data are each of the companies you deal with when you act on behalf of the organisation that you represent (typically your employer).

#### **2. What will we do with your personal data?**

We collect and maintain personal data relating to you for the following purposes:

- **Managing business relationship with the organisation that you represent:** including procurement (if you represent a supplier or potential supplier), supplier or customer account and relationship management, and due diligence screening against official watch-lists and sanctions lists issued by governments and other official bodies globally and for ethical and regulatory purposes.
- **Managing our own business arrangements:** including facilities management and liaison with governmental and regulatory bodies.
- **Public relations and marketing:** (if you represent a customer or potential customer) to promote and market the Group, its business, products and services.
- **Education and outreach:** to promote the Group and its business, and science, technology, engineering and mathematics to students and educational organisations.

We have a legitimate interest in processing your personal data in order to run our business efficiently. Where we process your personal data only on the basis of our legitimate interest, you have the right to object to our use of your personal data. However, we do not have to stop processing personal data where we have compelling grounds that override your interests, or where we need to process your data in order to establish, exercise or defend legal claims. If you have any objections please contact the Data Protection Co-ordinator (see details below).

We may also use your information to perform a contract with the organisation that you represent or because we have a legal obligation to do so and where these grounds apply, there is no right to object. You also have the right to require us to cease using your personal data for direct marketing purposes. If you have any objections, please contact the Data Protection Co-ordinator (see details below).

### **3. Will we share your personal data with someone else?**

Your personal data may be shared with other companies in the Group, for example, where another Group company is also providing goods or services to or purchasing goods or services from your employer. Your personal data may also be transferred to professional advisors or other third parties who are used by us to perform processing activities or where we are legally obliged to disclose your personal data.

These may be located in countries that are not deemed to provide a similar level of protection for individuals' rights in relation to their personal data as in the European Economic Area (EEA).

If your personal data is transferred to a Group company or to an external service provider that processes data on our behalf in such a country, your information will be covered by a data transfer agreement in a form approved by the European Commission. Further information, including copies of these agreements, are available from the Company DP Coordinator.

### **4. For how long we will process your personal data?**

We will process your personal data for as long as your employer is likely to be in a business relationship with us. This period will depend upon the frequency of the business dealings between us and your employer, and may be determined by local regulatory requirements.

### **5. What rights do you have in relation to your personal data?**

In addition to the rights to object and withdraw consent to direct marketing, you have a number of rights in relation to your personal data. These include the right, subject to exceptions, to:

- access your personal data
- request the rectification or erasure of your personal data
- request restrictions on the processing of your personal data

Please contact the Data Protection Co-ordinator if you wish to exercise any of these rights.

### **6. What to do if you have any queries?**

If you have any questions about the way we process your personal data, you should contact the Data Protection Co-ordinator, at the address below:

Faisal Jaffri, Global IT Director  
GKN Wheels & Structures, Hadley Castle Works, Telford TF1 6AA United Kingdom  
[faisal.jaffri@gknwheelsandstructures.com](mailto:faisal.jaffri@gknwheelsandstructures.com)

You also have the right to complain to The Information Commissioner's Office. You can do this by contacting 01625 545 745.

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