

Plexus Holdings plc is committed to protecting and respecting your privacy. This privacy policy applies to all Companies within the Group and will explain how the Company uses the personal data we collect from you when you use our website.

What data do we collect?

“**Personal Data**” is data that identifies you as an individual or relates to an identifiable individual.

The data we collect is in relation to business contact details, including:

- Name
- Job title
- Business name
- Postal address
- Telephone number
- Email address
- Social media account ID

How do we collect your data?

We collect personal data when you correspond with us by whatever means e.g. through the website or by phone.

We also collect data from our website using cookies and for further details on this please see below our Cookie Policy.

How do we use your Personal Data?

The use of your personal data will always have a lawful basis, either because:

- It is necessary for our performance of a contract with you;
- It is necessary to comply with a legal obligation;
- You have consented to our use of your personal data or;
- It is in our legitimate interests.

Your personal data may be used for one of the following purposes:

- To respond to your inquiries and fulfil your requests, when you contact us
- To manage your account
- To supply our products and/or services to you, or you to us

We do not use your personal data for profiling, marketing or automated decision making.

How do we store your data?

All personal data is securely processed and stored within the EU. Data is held for no longer than is necessary in light of the reason(s) for which it was first collected.

Do we share your data?

In some limited circumstances we may be legally required to share certain personal data, for example if we are involved in legal proceedings.

As part of the sub-contract/supply chain, a third party may require your contact details – in many cases you will be fully aware of the other parties prior to your contact information being disclosed.

Where possible, we will avoid transfers of data outside of the EEA. Where an international data transfer is required, we will seek to anonymise data, have a contract which incorporates the standards of data protection clauses, or the transfer will be covered as an exception and necessary for the performance of a contract.

What are your data protection rights?

We respect and will always work to uphold the data protection rights you have, namely:

- To be informed about the collection and use of your personal data
- To access a copy of the personal data held by us
- To have your personal data rectified if the information we hold is inaccurate or incomplete
- To data portability, allowing you to transfer it to another data controller on request
- To restrict processing or object to processing in certain circumstances
- To ask us to delete or dispose of any of your personal data subject to legal and regulatory compliance
- To not be subject to Automated Decision Making

If you would like to exercise any of these rights, please contact us:

Email: info@plexusplc.com

Telephone: 01224 774222

Mail: Plexus Holdings plc, Burnside House, Burnside Drive, Dyce, Aberdeen,
AB21 0HW

Cookie Policy

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

How do we use cookies?

We also collect data from our website using Google Analytics to anonymously track how users interact with our site. This involves installing Google Analytics code on our website in the form of a 'cookie'. Cookies contain an ID number which is assigned to a user and provides us with the following information:

- Your IP address (An IP address does not provide identifiable personal information)
- Your visits to our website
- The time of your visits and the length of time you spent on our website
- The pages that you visited
- Your location (although this might be influenced by the location of your server)
- The browser you are using

- Type of operating system
- The device you are using (e.g. desktop, tablet or mobile)
- Referral source (how you arrived on our site, e.g. search engine, direct url, social media or third-party website)

The anonymous tracking of website behaviour provides us with statistical information which is collated to help us improve user experience of our website.

What types of cookies do we use?

We use performance/analytics cookies to analyse how the Website is accessed, used, or is performing in order to provide you with a better user experience and to maintain, operate and continually improve the website.

How to manage cookies

You have the right to choose whether or not to accept cookies.

If you would like to opt-out of Google Analytics monitoring your behaviour on our website, please use this link: <https://tools.google.com/dlpage/gaoptout/>

You can set your browser to not accept cookies, the cookies settings can usually be found in the "options" or "preferences" menu of your browser.

You can also clear cookies after every browsing session or use a tracking blocker.

Privacy Policy of other websites

Our website contains links to other websites and this Privacy Policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

In addition, we are not responsible for the policies or practices of other organisations such as social media platform providers, including any Personal Data you disclose to other organisations through or in connection with our social media pages.

Changes to our Privacy Policy

We keep our privacy policy under regular review and place any updates on their web page. This privacy policy was last updated **October 2019**.

How to contact us

If you have any questions about our privacy policy, the data we hold on you, or would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email: info@plexusplc.com

Telephone: 01224 774222

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