

At Plexus Ocean Systems Ltd, we respect and value the privacy of our customers, suppliers and other business contacts and are committed to protecting personal data. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and applicable UK data protection legislation. Plexus Ocean Systems Ltd is the data controller responsible for the personal data described in this Privacy Notice.

Please read this notice carefully as it outlines how we process your personal data and explains your rights under UK GDPR. Should you have any questions or concerns about this Privacy Notice or wish to make a complaint about our handling of your personal data, please contact us:

Plexus Ocean Systems
Plexus House
Burnside Drive
Dyce
Aberdeen
AB21 0HW

info@plexusplc.com
01224 774222

Collection of Data

We are working with you in a business capacity and as such, by and large, you are not providing data which relates to you as an individual or any data in respect of your personal life. The personal data we typically hold consists of business contact details: name, job title, business name and address, email address, phone number(s). Personal data is normally obtained directly from you but in some cases, business contact information may be obtained from your employer, customers, suppliers, publicly available sources or professional networking platforms.

Use and Storage of Data

Personal data may be processed for a number of purposes including:

- Managing customer, supplier or contractor relationships
- Communicating product and service information
- Managing contracts and projects
- Processing orders, purchases and payments
- Maintaining business records
- Complying with legal and regulatory requirements

There will always be a lawful basis upon which your data is processed, namely:

- Contract: where processing is necessary for the performance of a contract with you or your organisation.
- Legitimate Interests: including maintaining business relationships, managing suppliers, customers and subcontractors, and operating our business effectively.
- Legal Obligation: where we are required to process personal data to comply with applicable laws.

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

All personal data is processed and stored securely. We retain business contact information for the duration of our business relationship and for up to seven years after the relationship ends, where required for contractual, legal, taxation or regulatory purposes.

Sharing & Transferring Data

During the course of business, we may share personal data with:

- Customers, suppliers and subcontractors involved in delivering services
- Professional advisers including legal, insurance and accounting providers
- IT service providers and software platforms
- Regulatory authorities, courts and law enforcement agencies where required by law

We do not routinely transfer personal data outside of the UK (or countries, territories or sectors covered by UK adequacy regulations). Where a restricted transfer is required, we will ensure appropriate safeguards are in place, including the use of the UK International Data Transfer Agreement (IDTA) or the UK Addendum to the EU Standard Contractual Clauses.

Exercising Your Rights

We respect and will always work to uphold the rights you have under UK GDPR, namely:

- To be informed about 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
- To not be subject to Automated Decision Making
- To request the deletion of your personal data where we no longer have a lawful basis to retain it
- To restrict processing or to object to processing in certain circumstances
- To withdraw consent (where consent is relied upon)
- To complain about the handling of your personal data

Please contact us using the details above should you wish to exercise your rights as outlined above. If you are unhappy with how we have handled your personal data, please contact us first so we can attempt to resolve your concerns. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) by visiting www.ico.org.uk

Any changes to this Privacy Notice will be made available on our website: www.plexus.co.uk