

**1. Aim and Scope of Notice**

- 1.1.** Pressure Technologies Plc and subsidiary companies are committed to protecting your privacy. Pressure Technologies Plc controls and processes personal information to enable it to carry out its business and regulatory functions which may include policy development, quality and approval issues, enforcement action, providing advice and information, research, maintaining its own accounts and records, supporting and managing its employees, general administration, the consideration and investigation of complaints and all activities which Pressure Technologies is required to carry out as a data controller, including the use of CCTV systems for crime prevention in each of its locations world-wide.

**2. Working with our customers and prospective customers**

- 2.1.** To help deliver customers our wide range of products, services and solutions, Pressure Technologies plc maintains sales management solutions such as our financial management systems and customer relationship management tools. The personal information stored in these systems is managed in line with contractual agreements and processed on the legal basis of legitimate interest and performance of contract.

**3. Business Partners and Visitors**

- 3.1.** If you are a business partner we will use your personal data to manage our relationship with you, including sending you marketing materials (where we have appropriate permissions) and to invite you to events. Where relevant, we will use your personal data to deliver or request the delivery of services, and to manage and administer our contract with you or with your employer. If you are a visitor, we will use your personal data; typically, to register for certain areas of our website, enquire for further information, distribute requested reference materials.

**4. Applying to work with us**

- 4.1.** If you use the website to apply to work with us, or send us a hard copy of your cv, we will use the information you supply to process your application and to monitor recruitment statistics. We will ask you to sign up to additional privacy terms if you are selected for interview. We may also view your profile on social media such as linkedin.
- 4.2.** Once a person has taken up employment with us, we will compile a file relating to their employment. At that stage we will provide details about how we hold employee data and we will expect the employee to sign up to additional privacy terms as part of their contract of employment.

**5. How we use your information**

- 5.1.** This Privacy Notice provides general guidelines on what to expect when Pressure Technologies plc collects personal information. It applies to information we collect through a number of services, such as:

- 5.1.1.** visitors to our websites;  
**5.1.2.** individuals requesting information or making enquiries, reports or complaints;

- 5.1.3. people who use our products and services
- 5.1.4. Customers and clients
- 5.1.5. Suppliers and service providers
- 5.1.6. job applicants.

## 6. What data do we collect about you?

- 6.1. Personal data means any information capable of identifying an individual. It does not include anonymised data. We may process certain types of personal data about you as follows:
  - 6.1.1. **Identity Data** may include your first name, maiden name, last name, username, marital status, title, date of birth and gender.
  - 6.1.2. **Contact Data** may include your billing address, delivery address, email address and telephone numbers.
  - 6.1.3. **Technical Data** may include your login data, internet protocol addresses, browser type and version, browser plug-in types and versions, time zone setting and location, operating system and platform and other technology on the devices you use to access this site.
  - 6.1.4. **Profile Data** may include your username and password, purchases or orders, your interests, preferences, feedback and survey responses.
  - 6.1.5. **Usage Data** may include information about how you use our website, products and services.
  - 6.1.6. **Marketing and Communications Data** may include your preferences in receiving marketing communications from us and our third parties and your communication preferences.
- 6.2. We may also process Aggregated Data from your personal data but this data does not reveal your identity and as such in itself is not personal data. An example of this is where we review your Usage Data to work out the percentage of website users using a specific feature of our site. If we link the Aggregated Data with your personal data so that you can be identified from it, then it is treated as personal data.

## 7. How we collect your personal data

- 7.1. We collect data about you through a variety of different methods including:
- 7.2. **Direct interactions:**
  - 7.2.1. You may provide data by filling in forms on our site (or otherwise) or by communicating with us by post, phone, email or otherwise, including when you:
  - 7.2.2. order our products or services;
  - 7.2.3. create an account on our site;
  - 7.2.4. subscribe to our service or publications;
  - 7.2.5. request resources or marketing be sent to you;
  - 7.2.6. enter a competition, prize draw, promotion or survey; or
  - 7.2.7. give us feedback.
- 7.3. **Automated technologies or interactions:**
  - 7.3.1. As you use our website, we may automatically collect Technical Data about your equipment, browsing actions and usage patterns. We collect this data by using cookies, server logs and similar technologies. We may also receive Technical Data about you if you visit other websites that use our cookies. Please see our cookie policy which appears on each subsidiary website.

#### **7.4. Third parties or publicly available sources:**

- 7.4.1.** We may receive personal data about you from various third parties and public sources as set out below
- 7.4.2.** Technical Data from the following parties: analytics providers such as Google based outside the EU; search information providers such as HMRC based inside the EU.
- 7.4.3.** Contact, Financial and Transaction Data from providers of technical, payment and delivery services based inside the EU.
- 7.4.4.** Identity and Contact Data from data brokers or aggregators from inside the EU.
- 7.4.5.** Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register based inside the EU.

#### **8. How we use your personal data**

- 8.1.** We will only use your personal data when legally permitted. The most common uses of your personal data are:
  - 8.1.1.** Where we need to perform the contract between us.
  - 8.1.2.** Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
  - 8.1.3.** Where we need to comply with a legal or regulatory obligation.
- 8.2.** Generally, we do not rely on consent as a legal ground for processing your personal data, other than in relation to sending marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by emailing us at [enquiries@pressuretechnologies.co.uk](mailto:enquiries@pressuretechnologies.co.uk)

#### **9. Purposes for processing your personal data**

- 9.1.** We may process your personal data for more than one lawful ground, depending on the specific purpose for which we are using your data. Please email us at [enquiries@pressuretechnologies.co.uk](mailto:enquiries@pressuretechnologies.co.uk) if you need details about the specific legal ground we are relying on to process your personal data where more than one ground.

#### **10. Marketing communications**

- 10.1.** You may receive marketing communications from us if you have:
  - 10.1.1.** requested information from us or purchased goods or services from us; or
  - 10.1.2.** if you provided us with your details to receive news and broker updates
  - 10.1.3.** in each case, you have not opted out of receiving that marketing.
- 10.2.** We will get your express opt-in consent before we share your personal data with any third party for marketing purposes.
- 10.3.** You can ask us or third parties to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you or by emailing us at [enquiries@pressuretechnologies.co.uk](mailto:enquiries@pressuretechnologies.co.uk) at any time.

- 10.4. Where you opt out of receiving our marketing communications, this will not apply to personal data provided to us as a result of a product/service purchase, warranty registration, product/service experience or other transactions.

## 11. Change of purpose

- 11.1. We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.
- 11.2. If we need to use your personal data for a purpose unrelated to the purpose for which we collected the data, we will notify you and we will explain the legal ground of processing.
- 11.3. We may process your personal data without your knowledge or consent where this is required or permitted by law.

## 12. Disclosure of your personal data

- 12.1. We may have to share your personal data with the parties set out below :
  - 12.1.1. Service providers who provide IT and system administration services.
  - 12.1.2. Professional advisers including lawyers, bankers, auditors and insurers who provide consultancy, banking, legal, insurance and accounting services.
- 12.2. HM Revenue & Customs, regulators and other authorities based in the United Kingdom and other relevant jurisdictions who require reporting of processing activities in certain circumstances.
- 12.3. Third parties to whom we sell, transfer, or merge parts of our business or our assets.
- 12.4. We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

## 13. International transfers

- 13.1. Countries outside of the European Economic Area (EEA) do not always offer the same levels of protection to your personal data, so European law has prohibited transfers of personal data outside of the EEA unless the transfer meets certain criteria.
- 13.2. Some of our third parties service providers are based outside the European Economic Area (EEA) so their processing of your personal data will involve a transfer of data outside the EEA.
- 13.3. Whenever we transfer your personal data out of the EEA, we do our best to ensure a similar degree of security of data by ensuring at least one of the following safeguards is implemented:
  - 13.3.1. We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission; or

**13.3.2.** Where we use certain service providers, we may use specific contracts or codes of conduct or certification mechanisms approved by the European Commission which give personal data the same protection it has in Europe; or

**13.3.3.** Where we use providers based in the United States, we may transfer data to them if they are part of the EU-US Privacy Shield which requires them to provide similar protection to personal data shared between the Europe and the US.

**13.4.** If none of the above safeguards is available, we may request your explicit consent to the specific transfer. You will have the right to withdraw this consent at any time.

## **14. Data Security**

**14.1.** We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

**14.2.** We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **15. Data retention**

**15.1.** We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

**15.2.** To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

**15.3.** By law we have to keep basic information about our customers and suppliers (including Contact, Identity, Financial and Transaction Data) for six years after they cease being customers for tax purposes.

**15.4.** In some circumstances you can ask us to delete your data: see below for further information.

**15.5.** In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## **16. Your legal rights**

**16.1.** Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

**16.1.1.** Request access to your personal data.

**16.1.2.** Request correction of your personal data.

- 16.1.3.** Request erasure of your personal data.
- 16.1.4.** Object to processing of your personal data.
- 16.1.5.** Request restriction of processing your personal data.
- 16.1.6.** Request transfer of your personal data.
- 16.1.7.** Right to withdraw consent.

**16.2.** You can see more about these rights at: [Information Commissioner's Office website](#)

**16.3.** If you wish to exercise any of the rights set out above, please email us at [enquiries@pressuretechnologies.co.uk](mailto:enquiries@pressuretechnologies.co.uk)

**16.4.** Normally you will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

**16.5.** We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

**16.6.** We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## **17. What type / category of data do we store?**

**17.1.** As defined through this privacy notice, Pressure Technologies Plc collects and manages 'personal data', meaning any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier.

**17.2.** Pressure Technologies Plc also collects a limited amount of sensitive personal data also known as 'special categories of personal data' and will seek your consent if it is necessary to do so.

## **18. CCTV**

**18.1.** There are Closed Circuit Television (CCTV) cameras in operation within and outside our premises around the Group, which are used for the following purposes:

**18.1.1.** to prevent and detect crime;

**18.1.2.** to protect the health and safety of visitors and staff to the building;

**18.1.3.** to manage and protect the property of the business, staff members, guests and other visitors

**18.2.** Viewing of the CCTV coverage is restricted to security personnel and senior management at Pressure Technologies Plc.

**18.3.** CCTV recordings are kept for 2 weeks.

## **19. Third Party Links**

- 19.1.** Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## **20. Cookies**

- 20.1.** You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see our cookie policy which appears on each subsidiary website.

## **21. Revisions to this Privacy Notice**

- 21.1.** We may update or revise all or any part of this Privacy Notice from time to time. A copy of the current Privacy Notice will be posted on our website and we encourage you to check it from time to time so you are aware of any changes or updates to the notice.
- 21.2.** All comments, queries and requests relating to our use of your information are welcomed and should be addressed to: The Office Manager, Pressure Technologies Plc, Unit 6b Newton Business Centre, Newton Chambers Road, Chapeltown, Sheffield, S35 2PH or telephone 0114 257 3616 or email [enquiries@pressuretechnologies.co.uk](mailto:enquiries@pressuretechnologies.co.uk)