

Introduction

This Privacy Policy is issued by the Beck & Pollitzer group of companies (hereinafter together referred to as "Beck & Pollitzer", "B&P" "we", "us" or "our"), which includes Beck & Pollitzer Ltd and its associated companies. We respect your personal privacy and value the confidentiality of the information that you provide to us. Beck & Pollitzer are committed to complying with applicable data protection and privacy laws.

About Beck & Pollitzer

Beck & Pollitzer provide comprehensive engineering services to all manufacturing and industrial sectors, both locally and internationally. We have offices and facilities in 15 countries. Our Head Office for the Beck and Pollitzer Group of international companies is based in the UK. Beck & Pollitzer Ltd is registered with the UK Information Commissioner with registration number Z1334765.

Our Commitment to Privacy

This Privacy Policy provides information about how Beck & Pollitzer process personal information through our website, www.beck-pollitzer.com, and our global websites ("Websites"). If you do submit personal information to us via our Websites or by other means, we will collect, use and disclose your personal information in a manner consistent with the laws of the countries in which we do business. The purpose of this policy is to enable you to understand how we do this and to assist you in making informed decisions when you provide us with personal information. Before providing us with any personal information you will need to read this policy carefully, confirm this and consent to the use of your information in accordance with this policy. By using our Websites, you will signify your continued agreement to this policy and consent to the collection and use of your information as described in this policy. In certain countries, we will not collect personal information from you unless you have specifically agreed to us doing so (for example through your acceptance of this Privacy Policy or via an electronic tick-box or other similar measures as required by local privacy and data protection laws).

If you do not agree with any term in this policy, please stop using our Websites and advise us of your concerns. You do not have to provide your personal information to us, but if you do not there may be limits on the services we are able to provide to you through our Websites.

The personal information that we collect

- If you use our Websites we may collect and record your personal information (which may include your name, e-mail address, mailing address, phone numbers etc.) in a number of ways: Information that you might provide to us when you complete an online form or registration through the Websites.
- Information that you might provide if you contact us with a query about information on our Websites, to report a problem or enter into correspondence with us on an issue.
- Information you may provide when you register for information or services.
- Information about the way in which you navigate to and within the Websites and the resources that you access.

Use of Information

B&P will use your personal information in ways that are compatible with the purposes for which it was provided or collected. We will use your personal information:

- for our internal business purposes including for example, improving our websites and operations;
- fulfilling orders or requests;
- for administrative purposes; and
- in order to comply with any law or court order.

We may share non-personal aggregate statistics (group) data about our site visitors' traffic patterns with partners or other parties. However, we do not sell or share any information about individual users.

We may also use your data to provide you with information about any related services which may be of interest to you where we have your permission to do this.

Disclosure of data

We may need to disclose your personal information to our third party suppliers, agents and subcontractors where, for example, this is necessary for fulfilling orders or requests or for complying with our other obligations. These third party providers may use your data for the purposes of carrying out or facilitating our services. Where personal data is disclosed outside Beck & Pollitzer, we will where necessary place appropriate restrictions on the ability of the third parties concerned to use and disclose the personal data and will require such third parties to adhere to similar data privacy rules as Beck & Pollitzer.

Transfer of data

As we operate via a global network of corporate offices, it may be necessary to transfer your information to a country outside of the country where it was originally collected or outside of your country of residence or nationality.

As privacy laws in other countries may not be equivalent to those in your home country, we only make arrangements to transfer data overseas where we are satisfied that adequate levels of protection are in place to protect any information held in that country or that a service provider acts at all times in compliance with applicable privacy laws. Where required under applicable laws we will take measures to ensure that personal information handled in other countries will receive at least the same level of protection as it is given in your home country.

We may from time to time be required to disclose information about you to law enforcement bodies, agencies or third parties under a legal requirement or court order. We act responsibly and take account of your interests when responding to any such requests.

Security

We will take reasonable precautions to protect personal information in our possession from loss, misuse and unauthorised access, disclosure, alteration and destruction. You should be aware, however, that communications over the Internet are not secure and we do not accept any responsibility for any errors or omissions which arise from circumstances outside our reasonable control.

Keeping your records

Beck & Pollitzer keep records for as long as we anticipate are required to provide services consistent with applicable legal, tax and accounting requirements. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

Cookies & consent

A cookie is a piece of text which requires permission to be placed on your computer's hard drive. Once you agree (or your browser agrees automatically if you have set it up in that way), your browser adds that text in a small file. A cookie helps analyse web traffic or lets website operators know when you visit a particular site. The cookies collect information about how visitors use the site, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies do not collect information which identifies a visitor. The cookies used on this website are either set by Beck & Pollitzer or by its third party partners.

Some of the cookies used are "session cookies", which stay in place only for the duration of your visit to our website and are deleted at the end of your browsing session. Others are "persistent cookies", which remain on your device for a period of time after you have left the Websites.

Cookies used on the Websites fall into the following categories:

1. Strictly Necessary Cookies.

These cookies are essential in order to enable you to move around the Websites and use their features. If you remove or disable these Cookies, we cannot guarantee that you will be able to use our Websites or benefit from all our security features.

2. Performance Cookies

Performance Cookies collect information about how visitors use our Websites. They allow us to recognise and count the number of visitors and to see how visitors move around our Websites and are used to, for example, analyse how visitors use our Websites; and record any errors that occur.

Performance Cookies don't collect any information that could identify you.

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3. Functionality cookies

These Cookies are used to provide services or to remember choices you make so we can personalise our content for you (for example, by remembering your choice of language or region). We use this information to customise your experience of our Website to meet your preferences for content layout, text size etc.

You can manage these Cookies using your browser settings. However, if you block them we may not be able to offer you certain services that you have chosen.

4. Targeting Cookies

These Cookies record the fact that you have visited our Websites, including which web pages you have accessed and which links you have followed. We use this information to make our Websites relevant to your interests.

Please note that any direct communications will be conducted in line with this Privacy Policy and any preferences you have provided regarding receipt of direct marketing communications.

You can manage these Cookies using your browser settings; however, if you block them, we may not be able to offer you certain functionality within the Websites.

Most browsers have cookies enabled by default but you are able to change your cookies settings, which are usually found in the 'options' or 'preferences' menu of your internet browser.

You can block any cookies from any website by activating the setting on your browser that allows you to refuse the setting of some or all cookies. However, if you block all cookies you may not be able to access all or part of our Websites. You can also use your browser settings to delete cookies. For more information about how to disable cookies in your browser please visit www.allaboutcookies.org.

Links to/from other sites.

Our Websites may contain links to other websites that are operated by third parties. Other websites may also reference or link to our websites. We are not responsible for the privacy practices or the content of those other websites.

Enquiries and obtaining a copy of your personal information

If you have any questions about this policy, if you would like to obtain a copy of the personal information which we hold about you or if you would like to check, correct, update or delete your personal information, please contact your local HR or contact post to Corporate Communications, Beck & Pollitzer, Burnham Road, Dartford, Kent, DA1 5BD United Kingdom.

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Policy changes

Beck & Pollitzer reserves the right to amend or modify this policy from time to time. We therefore encourage you to check this policy periodically. Your continued use of our Websites following the posting of changes to this policy will indicate your acceptance.

This policy was last reviewed on 21 May 2018 and should be read in conjunction with the Fair Processing Notice.