



Privacy Notice

This Privacy Notice sets out how Fort Vale uses and protects any personal information that you give Fort Vale.

Fort Vale is committed to ensuring that your privacy is protected. If we ask you for information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other similar or additional information that we might give you from time to time about how we collect and use your personal data.

This Privacy Notice was originally introduced on 25th May 2018, when the General Data Protection Regulation came into force. It has subsequently been reviewed and updated to reflect changes in data protection law and our data processing activities. It does not give you any contractual rights. We may update this Privacy Notice at any time.

Controllers

Fort Vale Engineering Ltd
Calder Vale Park
Simonstone Lane
Simonstone
Burnley
Lancashire
BB12 7ND
United Kingdom
Company Registration No. 00902920

Fort Vale Nuclear Ltd
Calder Vale Park
Simonstone Lane
Simonstone
Burnley
Lancashire
BB12 7ND
United Kingdom

Fort Vale B.V.
Gieterijstraat 50
2984 AB Ridderkerk
The Netherlands

Each of the above entities is a data controller for the personal data it processes for its own business purposes. Where two or more Fort Vale group companies jointly determine the purposes and means of processing personal data, they may act as joint controllers where the legal requirements for joint controllership are met.

For questions about this Privacy Notice or how your personal data is processed, please contact us at dataprotection@fortvale.com.

How do we collect data?

We only hold and use data about you that you have provided us with through correspondence - either face to face, over the phone, in writing, or via our website (www.fortvale.com).

As a B2B organisation, we may also receive personal data about you in connection with our business relationships, including from your employer or organisation, business contacts, suppliers, customers, publicly available sources, professional networking platforms, credit reference agencies, service providers and other third parties, where this is lawful and appropriate. Where we obtain personal data from another source, we will provide the information required by data protection law within the applicable timescales.

What information is collected from you?

We may collect, process, and keep personal data about you when you interact with us and our products and when you purchase goods and services from us. The personal data we process may include the following information:

- Your name (including any honorifics and/or titles)
- Company and job title
- Copies of correspondence between us
- Preferences and interests
- Contact details, including addresses, email addresses, phone and fax numbers
- Your responses to surveys, offers, promotions, or invitations
- Your payment and delivery details, including billing/delivery addresses and credit card details, where you make purchases from us.
- Information relating to your interactions with our website, including technical information, IP address, browser type and information collected through cookies and similar technologies.
- Information necessary to verify your identity, prevent fraud, maintain security and comply with legal or regulatory requirements, where applicable.
- Information relating to your business relationship with Fort Vale, including account information, purchasing history, enquiries, orders, products or services of interest and other information relevant to the products or services we provide to you or your organisation.

We will not collect and keep private/personal contact details unless you have provided these and asked for them to be used instead of or in addition to your normal business contact details.

We will only collect and process personal data that is adequate, relevant and limited to what is necessary for the purposes for which it is processed.

How do we use your personal information and what is our lawful basis?

We will only use your personal data where we have a lawful basis to do so under applicable data protection law. Depending on the circumstances, this may include:

- where processing is necessary to perform a contract with you, or to take steps at your request before entering into a contract;
- where processing is necessary for us to comply with a legal or regulatory obligation;
- where processing is necessary for our legitimate interests, or those of a third party, provided that these interests are not overridden by your rights and interests; and
- where you have given your consent to the processing, where consent is the appropriate lawful basis.

Our legitimate interests may include managing and developing our business and customer and supplier relationships, responding to enquiries, processing orders and managing accounts, administering our operations, improving our products and services, maintaining the security of our systems and premises, preventing fraud and protecting our legal rights.

Where we rely on consent, you have the right to withdraw that consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before consent was withdrawn.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold about you.

We regularly review our security measures and take reasonable steps to protect personal data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

Controlling your personal information

If you do not want your personal information to be used for direct marketing purposes or, if you have previously agreed to allow this, you can change your mind at any time by writing or emailing us at dataprotection@fortvale.com.

You have an absolute right to object to the processing of your personal data for direct marketing purposes , **including any profiling related to such direct marketing**.

As a global company, we have locations around the world, we may share your personal information within the group where appropriate. However, we will not pass your personal information to third parties unless we have your permission or are required by law to do so.

We may also share personal data with third parties where this is necessary and lawful in connection with our business activities, including our professional advisers, IT and software providers, hosting providers, payment providers, logistics providers, insurers, auditors, regulatory authorities, government bodies and other service providers acting on our behalf. Where third parties process personal data on our behalf, we require them to protect that data and to process it only in accordance with our instructions and applicable data protection law.

Where we are required to disclose personal data by law, we will only disclose the information that we are legally required or authorised to provide.

We respect your right to privacy wherever you are located, and we apply the standards set out in this notice.

Where personal data is transferred outside the United Kingdom, we will ensure that the transfer is made in accordance with applicable data protection law and that appropriate safeguards are in place where required. Where appropriate, further information about the countries to which personal data

may be transferred and the safeguards relied upon can be obtained by contacting us at dataprotection@fortvale.com.

Your rights

You have a number of legal rights relating to your personal data, which are outlined here:

- The right to make a subject access request.
- The right to request that we correct incomplete or inaccurate personal data that we hold about you.
- The right to request that we delete or remove personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- The right to object to our processing your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing.
- The right to request that we restrict our processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- The right to request that we transfer your personal data to you or to another party, in a structured format. This right applies in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it (this is known as the right to “data portability”).

The availability of these rights depends on the circumstances and the lawful basis on which we process your personal data. For example, the right to data portability and the right to erasure do not apply in every circumstance.

You also have the right to object to processing where we are relying on legitimate interests as our lawful basis, subject to applicable legal exceptions.

If you have any questions or concerns about how your personal data is being used by us, you can contact us at dataprotection@fortvale.com.

You also have the right to lodge a complaint with the Information Commissioner’s Office (ICO), the UK’s supervisory authority for data protection. We would, however, appreciate the opportunity to address your concerns before you approach the ICO.

How do we use the information we hold?

We use the information which you provide for internal record keeping in relation to our business transactions with you, to understand your needs, and to improve our products and services, including our website. Periodically, we may send you promotional material about our products or services, promotions, offers, or invitations which we think may be of interest to you. From time to time, we might also use your information to contact you for market research purposes.

We may also use personal data to:

- process and manage orders, enquiries and business transactions;
- communicate with customers, suppliers and business contacts;

- provide, support and improve our products and services;
- administer our websites, systems and IT infrastructure;
- maintain the security of our systems, premises and information;
- comply with legal, regulatory and contractual obligations;
- establish, exercise or defend legal claims; and
- manage and develop our business and customer and supplier relationships.

Where we use personal data for direct marketing, we will do so in accordance with applicable data protection and electronic communications laws.

How long will we hold your information?

We will keep your information only as long as it is necessary for legitimate business reasons.

The length of time we retain personal data will depend on the nature of the information, the purpose for which it was collected, our legal and regulatory obligations, contractual requirements and our legitimate business requirements.

We will not retain your contact details, or information about your preferences and interests if we become aware that you are no longer associated with a company with which we do business, unless you ask us to do otherwise. You can ask us to delete this information at any time by writing or emailing us at dataprotection@fortvale.com.

Where you leave or change your role within an organisation, we may retain relevant business contact information where it is necessary for legitimate business purposes, such as maintaining business records, managing contractual relationships, responding to enquiries or maintaining appropriate records of previous transactions.

Some information may need to be retained for longer periods where we are required to do so by law, where it is necessary to establish, exercise or defend legal claims, or where there is another lawful basis for retaining it.

Automated decision-making and profiling

We do not use personal data to make automated decisions about individuals that have legal or similarly significant effects. **If this changes, we will update this Privacy Notice and provide the information required by applicable data protection law.**

Website

Use of 'Cookies'

Like many other websites, the Fort Vale website (www.fortvale.com) uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

We use cookies and similar technologies for purposes including enabling website functionality, remembering preferences, understanding how our website is used and, where applicable, improving our website and services.

Where cookies or similar technologies are not strictly necessary for the operation of the website or a service requested by you, we will obtain your consent before placing or using them, where required by law.

We will provide clear information about the cookies and similar technologies we use, including their purposes and, where applicable, the third parties involved.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

You can also manage your cookie preferences through the cookie controls provided on www.fortvale.com, where available.

Links to other websites

Our website (www.fortvale.com) may contain links to other websites run by other organisations. This privacy policy applies only to www.fortvale.com, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access these using links from www.fortvale.com.

In addition, if you linked to www.fortvale.com from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our business, the personal data we process, our processing activities, technology or applicable data protection law. We will publish the updated Privacy Notice on our website and, where appropriate, notify individuals directly of material changes.