



## Company Policy Statement

<b>Subject:</b> Cougar Automation Privacy Policy – Customers & Suppliers	<b>Number:</b> CP043
<b>Author:</b> Derek Burton	<b>Issue Date:</b> 17/05/2018
	<b>Replaces policy:</b> New Policy

### 1. About this Policy

Cougar Automation Ltd is part of the Vinci Group of companies. All Vinci Group companies are committed to protecting your personal data. This privacy policy explains how we will use any personal information that we collect about you or when you use our website.

### 2. What information do we collect about you?

We collect information about you when you place an order for products or services with Cougar Automation Ltd. We may also collect information when you voluntarily complete customer surveys, provide feedback or participate in competitions.

Information could include name, email address, work address, phone number and IP address.

### 3. How will we use the information about you?

We collect information about you in order to process your order, manage your account or provide services. If you agree, we may email you about other products and services we think may be of interest to you.

### 4. With whom will we share your personal data?

In processing your order, we may provide your name and email address only as strictly necessary to the manufacturer(s) of products and services in order to perform our obligations under the contract we have with you.

### 5. Legal basis

The legal basis for collecting and using personal data will depend on the personal data concerned and the specific context in which we collect it.

Normally, we will collect personal data from you only where, and to the extent that, we need the personal data to perform a contract with you or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms, or where we have your consent to do so.

### 5. International transfers of data

Cougar Automation Ltd, the Vinci Group and the manufacturers with whom we do business operate from all over the world. When you give us personal data, that data may be accessed or stored anywhere in the world.

However, we have taken appropriate safeguards to ensure that your personal data remains protected in accordance with this privacy policy and data protection laws and regulations. Such safeguards include contractual clauses with third parties. Further details can be provided upon request.

## 6. Marketing

We would like to send you information about products and services of ours or our group companies which may be of interest to you. If you have consented to receive marketing communications, you are always free to opt out at a later date.

If you wish for us to stop contacting you for marketing purposes or giving your information to other Vinci Group companies, please e mail us at [privacy@cougarautomation.com](mailto:privacy@cougarautomation.com)

## 7. Data Retention

Cougar Automation Ltd will retain personal data we collect from you only for as long as necessary for the purposes for which the personal data was collected or where we have an ongoing legitimate business need to do so or to comply with applicable tax, legal or regulatory requirements. Even after your Contract with Cougar Automation Ltd is completed, we will retain certain information in order to meet our obligations.

When we have no further reason to retain or process your personal data, we will either securely destroy, erase, delete or anonymise it. Where this is not possible because your personal data may be stored in backup archives, we will securely store your personal data and isolate it from any further processing until deletion is possible.

## 8. Access to your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of the personal information that we may have, email [privacy@cougarautomation.com](mailto:privacy@cougarautomation.com) or write to us at Cougar Automation Ltd, Wellington Gate, Silverthorne Way, Waterlooville PO7 6HG.

## 9. Your rights

In addition to access as stated above, you have the right to:

- Request that we rectify any incorrect personal data that we hold
- Request a copy of the personal data that we may hold about you
- Object to the processing of personal data
- Withdraw your consent if the processing is based on your consent
- If you believe that the Cougar Automation Ltd has not complied with your data protection rights you can make a complaint to the Information Commissioner's Office (ICO). For further details see <https://ico.org.uk/>.

## 10. Security

Cougar Automation Ltd is committed to ensuring the integrity and confidentiality of the personal data that we hold. Physical, administrative and organisational security measures will be enacted to ensure that access to your personal data is restricted to personnel with a need to have access to it.

## 11. Other websites

Our website may contain links to third party websites. Note that this privacy policy only applies to our website so please read the privacy policies of any third party websites that you visit.

## **12. Changes to our Privacy Policy**

Cougar Automation Ltd reserves the right to amend or vary this policy from time to time to reflect evolving legal, regulatory or business practices. We keep our privacy policy under regular reviews and any updates shall be placed on this website. This privacy policy was last updated on 17<sup>th</sup> May 2018.

## **13. How to contact us**

You can contact us at any time if you have questions or concerns about this privacy policy or any personal information we may hold about you:

email [privacy@cougarautomation.com](mailto:privacy@cougarautomation.com)

or write to us at Cougar Automation Ltd, Wellington Gate, Silverthorne Way, Waterlooville PO7 6HG.

Derek Burton – Health and Safety Manager and Business Unit General Manager

Next Review Date: 17/05/2019

**Issue History**

<b>Issue</b>	<b>Date</b>	<b>Details</b>	<b>Author</b>	<b>Checked</b>
A1	10/05/2018	First Draft	DB	APN
B1	17/05/2018	First Issue	DB	APN
C1				
D1				
E1				
F1				

**Revision History**

**Issue A1**  
First Draft

**Issue B1**  
First Issue