



## Privacy Notice

This is the privacy notice of Orbit International Plc. The Company number is 1866035 and registered office address is Orbit House, Dugdale Street, Winson Green, Birmingham, B18 4JA.

In this document “we”, “our”, or “us” refers to Orbit International.

### Introduction

This notice contains important information about what we record about you. It sets out the conditions under which we may process any personal information that we collect from you, or that you provide to us. It covers all information that refers to “personal information”. In the context of the law this means any information that we collect, store, transfer or use.

Orbit International takes the protection and confidentiality of your personal data very seriously. We will not disclose or distribute your information outside of our Company to third parties without your prior written consent. Under the new EU General Data Protection Regulation (GDPR) we are required to tell you about your rights and our obligations to you in relation to the processing and control of your personal data.

Orbit International may change this policy and you should check our website from time to time to ensure that you are happy with such changes.

### Who we are and how to contact us

Orbit International are a long-established design and manufacturer of work wear, waterproof outerwear and personal protective equipment, working alongside both the market’s ever changing and increasingly demanding needs, and with market leading textile partners.

This privacy policy applies to Orbit International Plc only.

If you have any questions about our privacy notice please contact:

Data Protection Officer  
Orbit House  
Dugdale Street  
Winson Green  
Birmingham  
B18 4JA

## What we collect

We collect and use the following information:

- Information about who you are e.g. name and contact information
- Information connected to your product or service with us e.g. your bank account details
- Information collected via cookies when you visit our website
- Information if you visit our premises e.g. CCTV images

## Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We may use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

For more information on cookies please visit [www.whatarecookies.com](http://www.whatarecookies.com)

## Where do we collect your information from

We may collect your personal information directly from you or from a variety of other sources, including:

- An application form for a product or service
- Telephone or email conversations directly with you
- Meetings



- Surveys
- Our online service e.g. websites.

## **What we do with the information we collect**

We take your information seriously and we will only ever collect and use information which is personal to you where it is necessary, fair and lawful to do so. We will only collect and use your information in the following circumstances:

- Internal record keeping.
- To improve our products and services.
- Where you have given us consent to send you promotional emails about new products, special offers or other information which we think you may find interesting.
- Where it's necessary for us to meet our legal or regulatory obligations e.g. sending statements or informing you about changes to terms and conditions.

## **Who do we share your information with**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may share your information with Companies we have chosen to support us in the delivery of the products or services we offer to you e.g. couriers.

Whenever we share your personal information we will do so in line with our obligations to keep your information safe and secure.

All of your information is processed in the UK.

## **How we protect your information**

Any personal information which is collected or used in any way, whether that be on paper or another way, will have appropriate safeguards applied in line with our data protection obligations.

Our aim is to protect your information by minimising loss or damage through accident, neglect or other means. It is our aim to ensure that our employees receive regular training regarding the storing and transmitting of this sensitive data.

## **Controlling your personal information**



The right to be informed – You have the right to receive information on what personal information we hold, who is collecting it, how it has been collected, why it is being collected and who it being shared with.

The right to request information - You may request details of personal information which we hold about you under the GDPR. You may do so by making a data subject access request.

The right to erase, restrict or update – You can ask for your information to be deleted or for certain information to be blocked. If you believe that any information we are holding on you is incorrect or incomplete, please write to us as soon as possible. We will promptly correct any information found to be incorrect.

## **How long do we keep your information**

We will keep your information only for as long as necessary or where we are required to keep this for a certain period to meet legal or regulatory standards.

## **How to make a complaint**

If you do not believe we have handled your personal information as set out in the about privacy notice please visit our website and complete the contact us form.