

# **Commercial Privacy Policy**

This privacy policy explains how SUEZ Advanced Solutions UK Ltd use any personal information that we collect about you through your interaction with SUEZ Advanced Solutions UK Ltd.

#### Topic:

- What information do we collect about you?
- How will we use the information about you?
- Marketing
- Access to your information and correction
- Data portability
- Cookies
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# What information do we collect about you?

We collect information about you (e.g. name, company email address and company phone number) when you express an interest with us or place an order for one of our products and services. We also collect information when you voluntarily share your details with us at trade shows by filling in forms or agreeing to pass your data on to us as exhibitors, online when you contact us though our online contact forms or via social media. Website usage information is also collected using cookies.

# How will we use the information about you?

We collect information about you based on a consent notice or on a contractual relationship to process your order, manage your accounts and contracts and to keep you informed of the status / arrange suitable times for completion of the work related to your order or contract with us. We will on occasion use your information to email you about specific products and services related to our other activities with you that we feel you may find interesting such as training courses or new products.

We might share your information with other companies within the SUEZ group if we have reason to believe that you might benefit from being offered their products. We may share your information with our suppliers if required as part of the completion of works as part of your interests with SUEZ Advanced Solutions UK Ltd and for this purpose only.

SUEZ Advanced Solutions UK Ltd will not share your information for marketing purposes with companies outside of the SUEZ group. Your information may be stored for up to 7 years after the end of any contractual relationship with SUEZ Advanced Solutions UK Ltd.

# Marketing

We would like to send you information about products and services of ours and other companies in our group which may be of interest to you. You have the right at any time to stop us from contacting you for marketing purposes or giving your information to other members of our group. If you no longer wish to be contacted by us for marketing purposes please send an email to <a href="mailto:info.advancedsolutions.uk@suez.com">info.advancedsolutions.uk@suez.com</a> or unsubscribe to our communication when you receive it and your data will be removed from our database.



### Access to your information and correction

You have the right to request a copy of the information that we hold about you and to have any information rectified if you believe it to be incorrect. You also have the right to be forgotten. If you would like a copy of some or all your personal information or to inform us of any corrections or deletion you would like made to your data please email <a href="mailto:info.advancedsolutions.uk@suez.com">info.advancedsolutions.uk@suez.com</a> or write to us at the below address. If you choose to write to us please ensure you provide a suitable email address if you would like your data in an electronic format, else it will be provided in a paper format. All data will be provided within one month of receipt of your original request unless there are exceptional reasons for not doing so.

SUEZ Advanced Solutions UK Ltd 290 Aztec West Bristol BS32 4SY

## Data portability

You have the right for your information to be provided in a machine-readable format to ensure easy transfer between processors. This right is available for all the personal data you have provided to SUEZ Advanced Solutions UK Ltd.

#### Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.aboutcookies.org or www.allaboutcookies.org .

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

# Changes to Privacy Policy

We keep our privacy policy under regular review. You can request the latest version of the privacy policy at any time using the contact details in the contact us section of this document. The privacy policy was last updated on 6 June 2018.

# How to contact us and your right to complain or object

Please contact us if you have any questions about our privacy policy or information we hold about you. You also have the right to object at any time to the processing of your data by SUEZ Advanced Solutions UK Ltd. You also have the right to raise any concern about the way in which your personal data is being processed or handled using any of the below contact details.

Email: info.advancedsolutions.uk@suez.com

Write to us: SUEZ Advanced Solutions UK Ltd, 290 Aztec West, Bristol, BS32 4SY

Phone: 01454 804040