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| **Privacy Notice** |  |

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| **Background** |

This document describes how Porvair Filtration Group Ltd, the data controller, collects, uses and protects your information.

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| **How we collect your information** |

The information we hold about you comes from the way you engage with us such as online through our website, via email, the post or over the telephone. We collect information supplied by you in the course of our business transactions and from our business development activities.

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| **The type of information we hold** |

The information we hold includes your name, business address, email address, telephone number and possibly our transactional history.

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| **How we use your information** |

We process your information to fulfil any contracts between us and for legitimate business interests such as Customer Services.

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| **Who we will share your information with** |

We will not share personal information about you with third parties without your consent unless the law allows us to or they are our suppliers who are involved in delivering the supply chain and our contract to you.

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| **Emailing Marketing** |

Whilst you use our website we may collect information that is personally identifiable as part of our legitimate interest, such as contact details. Information that you provide on a contact form, to allow us to respond to your enquiry or to provide you with the information / communications that you have requested.

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| **Storing your information** |

Your personal information will be stored on systems owned or operated by Porvair Filtration Group Ltd and will only be stored inside the European Economic Area (EEA), or a country approved by the EU.

Within Porvair Filtration Group Ltd your information will be stored on our secured systems in accordance with Porvair Filtration Group Ltd Access Control Policy. Where your information is stored in countries outside the EEA we will ensure it is protected by encryption.

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| **Retention** |

We will retain your personal information in accordance with legal and regulatory requirements. You can request your information be deleted and if we can we will, but sometimes we have to maintain records for legal reasons.

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| **How you can access your information** |

If you would like a copy of your information we hold about you, please email [GDPRForm](https://www.porvairfiltration.com/GDPRForm)

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| **Your rights** |

If you are not happy with how we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner’s Office at [www.ico.org.co.uk](http://www.ico.org.co.uk).

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| **Use of cookies [if you use cookies]** |

We may use cookies and similar technologies on our website. Cookies are small text files that may be stored on your computer or mobile device when you visit our website. Cookies do many different things, such as letting you navigate between web pages efficiently and remembering your preferences. We do not use cookies to track your use of our site, to make decisions about you or to send you marketing information electronically.

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| **How we will tell you about future changes to this Privacy Notice** |

Any changes we make to our Privacy Notice will be put on our website. Please check for updates from time to time, so you are always fully aware of what information is collected and how it is used.

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| **How to contact us** |

If you have any questions or concerns about our use of your personal information, please email [link to webform].