



## **Personal data processing for Balco's customers, suppliers, partners and job applicants.**

Integrity is important to Balco and, as a customer, supplier, partner or job applicant, you should feel secure in submitting your personal data to us. Balco is open in disclosing information about how your personal data is processed when you enter into a business relationship with us.

Balco Balcony Systems Ltd, The Waggon House, Prockters Farm West Monkton, Taunton TA2 8QN, United Kingdom, company registration no. 5280899 (Balco) is the controller of personal data.

### **The data collected**

With regard to business relationships, Balco only collects the data necessary to create new and maintain existing relationships through telephone and email contacts, marketing activities, etc. This is data covering basic contact information such as first and last name, title, address, telephone number and email address.

With regard to job applications, Balco collects the relevant information to be able to make a correct and fair selection from among the applicants. This data covers basic contact information such as first and last name, title, address, telephone number and email address, as well as personal and professional information relevant to the specific vacancy.

Balco stores your personal data for as long as legislation requires, an agreement remains valid or until such time as the data subject withdraws consent. Personal data relating to customers will be deleted after the business relationship has ceased. Personal data relating to job applicants will be deleted one (1) year after the recruitment process has been completed.

Balco does not share any personal data with third parties unless required to do so by law.

### **Security**

Balco takes appropriate security precautions and only those with a clear need to process personal data are authorised to do so. Adequate security measures are in place to protect personal data from unlawful access and processing.

### **Rights**

As the data subject of personal data held by Balco, you have the right to know what data we are storing about you and how it is being processed, to have it corrected and, to a certain extent, erased.

Please contact Balco in writing at the address found on the website and mark your communication "Personal Data Question". Balco may contact you to verify your identity and in the case of register extracts require that you personally attend and confirm your identity to ensure that Balco is releasing your personal data to you and no one else.

### **Complaints**

If you believe that Balco is incorrectly processing your personal data, please don't hesitate to get in touch. If, having done so, you still wish to make a complaint, please contact the Data Protection Authority.

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Jesper Magnusson  
HR Director