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Date: 08 May 2018

## **DATA PRIVACY NOTICE-CUSTOMER/SUPPLIERS/GENERAL DATABASE**

Eurostar collects and processes personal data relating to its customer, suppliers and general database to manage the business relationship. Eurostar is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What Information does Eurostar collect?**

Eurostar collects and processes a range of information about you. This might include:

Your name, work address and contact details including email address and telephone number and gender: Who you are employed by: Details of your qualifications and Bank details in order to pay you.

Eurostar collects this information in a variety of ways. For example, data is collected through general email correspondence, from forms completed by you on our website, from information volunteered by you and from meetings together.

### **Why does Eurostar process personal data?**

Eurostar needs to process data to enter into a normal business relationship with you.

In some cases Eurostar needs to process data to ensure that it is complying with its legal obligations.

### **Who has access to data?**

Your information will be shared internally. If you are a distributor in another country your contact details will be entered on our website unless you choose to have them removed. Eurostar may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

### **How does Eurostar protect data?**

Eurostar takes security of your data seriously. Eurostar has internal policies and control in place to try and ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of its duties.

Where Eurostar engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **For how long does Eurostar keep data?**

Eurostar will hold your personal data until you decide that you would like to be removed from all our systems. If you are entered onto our general database you can unsubscribe at any time.

## **Your Rights?**

As a data subject, you have a number of rights. You can:

Access and obtain a copy of your data on request. Require Eurostar to change incorrect or incomplete data. Require Eurostar to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing. Object to the processing of your data where Eurostar is relying on its legitimate interests as the legal grounds for processing and Ask Eurostar to stop processing data for a period if it is inaccurate or there is a dispute about whether or not your interest override Eurostar's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Paul Rule at Eurostar.

If you believe Eurostar has not complied with your data protection rights, you can complain to the Information Commissioner

## **What if you do not provide personal data?**

Certain information, such as contact details, will have to be provided to enable Eurostar to maintain a normal business relationship with you or to keep you up to date with information we may decide to send to all customers and prospects. If you do not provide this information, this will hinder Eurostar's ability to maintain contact with you.