

## Privacy Notice

This is the privacy notice of Snap Ring Joint Limited. In this document, "we", "our", or "us" refer to Snap Ring Joint Limited and associated companies.

We are company number 107377 registered in Jersey, Channel Islands.

Our registered office is: 9 The Esplanade, St Helier, Jersey, JE2 3QA

### Introduction

1. This is a notice to inform you of our policy about all information that we record about you. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you ("personal information") and information that could not. In the context of the law and this notice, "process" means collect, store, transfer, use or otherwise act on information.
2. We regret that if there are one or more points below with which you are not happy, your only recourse is to leave our website immediately.
3. We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our website are entitled to know that their personal data will not be used for any purpose unintended by them, and will not accidentally fall into the hands of a third party.
4. We undertake to preserve the confidentiality of all information you provide to us, and hope that you reciprocate.
5. Our policy complies with DATA PROTECTION (JERSEY) LAW 2018.
6. The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data.
7. Except as set out below, we do not share, or sell, or disclose to a third party, any information collected through our website.

## The basis on which we process information about you

The law requires us to determine under which defined basis we process different categories of your personal information, and to notify you of the basis for each category.

If a basis on which we process your personal information is no longer relevant then we shall immediately stop processing your data.

If the basis changes then if required by law we shall notify you of the change and of any new basis under which we have determined that we can continue to process your information.

### 1. Information we process with your consent

Through certain actions when otherwise there is no contractual relationship between us, such as when you browse our website or ask us to provide you more information about our business, products and services, you provide your consent to us to process information that may be personal information.

Wherever possible, we aim to obtain your explicit consent to process this information.

Sometimes you might give your consent implicitly, such as when you send us a message by e-mail to which you would reasonably expect us to reply.

Except where you have consented to our use of your information for a specific purpose, we do not use your information in any way that would identify you personally.

We continue to process your information on this basis until you withdraw your consent or it can be reasonably assumed that your consent no longer exists.

You may withdraw your consent at any time by instructing us [sriadmin@sri-technologies.com](mailto:sriadmin@sri-technologies.com).

## 2. Information we process for the purposes of legitimate interests

We may process information on the basis there is a legitimate interest, either to you or to us, of doing so.

Where we process your information on this basis, we do after having given careful consideration to:

- whether the same objective could be achieved through other means
- whether processing (or not processing) might cause you harm
- whether you would expect us to process your data, and whether you would, in the round, consider it reasonable to do so

For example, we may process your data on this basis for the purposes of:

- Record-keeping for the proper and necessary administration of our business.
- responding to unsolicited communication from you to which we believe you would expect a response
- protecting and asserting the legal rights of any party
- insuring against or obtaining professional advice that is required to manage business risk
- protecting your interests where we believe we have a duty to do so

## 3. Information we process because we have a legal obligation

We are subject to the law like everyone else. Sometimes, we must process your information in order to comply with a statutory obligation.

For example, we may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order.

This may include your personal information.

#### **4. Specific uses of information you provide to us**

##### **Job application and employment**

If you send us information in connection with a job application, we may keep it for up to one year in case we decide to contact you at a later date.

If we employ you, we collect information about you and your work from time to time throughout the period of your employment. This information will be used only for purposes directly relevant to your employment. After your employment has ended, we will keep your file for five years before destroying or deleting it.

#### **5. Sending a message to our support team**

When you contact us, whether by telephone, through our website or by e-mail, we collect the data you have given to us in order to reply with the information you need.

We record your request and our reply in order to increase the efficiency of our business.

We keep personally identifiable information associated with your message, such as your name and email address so as to be able to track our communications with you to provide a high quality service.

## 6. **Complaining**

When we receive a complaint, we record all the information you have given to us.

We use that information to resolve your complaint.

If your complaint reasonably requires us to contact some other person, we may decide to give to that other person some of the information contained in your complaint. We do this as infrequently as possible, but it is a matter for our sole discretion as to whether we do give information, and if we do, what that information is.

We may also compile statistics showing information obtained from this source to assess the level of service we provide, but not in a way that could identify you or any other person.

## 7. **Affiliate and business partner information**

This is information given to us by you in your capacity as an affiliate of us or as a business partner.

It allows us to recognise visitors that you have referred to us, and to credit to you commission due for such referrals. It also includes information that allows us to transfer commission to you.

The information is not used for any other purpose.

We undertake to preserve the confidentiality of the information and of the terms of our relationship.

We expect any affiliate or partner to agree to reciprocate this policy.

## Disclosure and sharing of your information

### 8. Data may be processed outside the European Union

Our websites are hosted in the UK.

We may also use outsourced services in countries outside the UK from time to time in other aspects of our business.

Accordingly data obtained within the UK or any other country could be processed outside the European Union.

For example, some of the software our website uses may have been developed in the United States of America or in Australia.

We use the following safeguards with respect to data transferred outside the European Union:

- 8.1 the processor is within the same corporate group as our business or organisation and abides by the same binding corporate rules regarding data processing.
- 8.2 the data protection clauses in our contracts with data processors include transfer clauses written by or approved by a supervisory authority in Jersey.
- 8.3 we comply with a code of conduct approved by a supervisory authority in Jersey.

## Access to your own information

### 9. Access to your personal information

- 9.1 At any time you may review or update personally identifiable information that we hold about you, by requesting a copy.
- 9.2 To obtain a copy of any information that is not provided on our website you may send us a request at [srjadmin@srj-technologies.com](mailto:srjadmin@srj-technologies.com)
- 9.3 After receiving the request, we will tell you when we expect to provide you with the information, and whether we require any fee for providing it to you.

### 10. Verification of your information

When we receive any request to access, edit or delete personal identifiable information we shall first take reasonable steps to verify your identity before granting you access or otherwise taking any action. This is important to safeguard your information.

### Other matters

### 11. Use of site by children

- 11.1 We do not sell products or provide services for purchase by children, nor do we market to children.

## 12. How you can complain

- 12.1 If you are not happy with our privacy policy or if any complaint then you have should tell us by email. Our address is [srjadmin@srj-technologies.com](mailto:srjadmin@srj-technologies.com)
- 12.2 If a dispute is not settled then we hope you will agree to attempt to resolve it by engaging in good faith with us in a process of mediation or arbitration.

## 13. Retention period for personal data

Except as otherwise mentioned in this privacy notice, we keep your personal information only for as long as required by us:

- 13.1 to provide you with the services you have requested;
- 13.2 to comply with other law, including for the period demanded by our tax authorities;
- 13.3 to support a claim or defence in court.

## 14. Compliance with the law

Our privacy policy has been compiled so as to comply with the law of every country or legal jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your jurisdiction, we should like to hear from you.

However, ultimately it is your choice as to whether you wish to use our website.



## 15. Review of this privacy policy

We may update this privacy notice from time to time as necessary. The terms that apply to you are those posted here on our website on the day you use our website. We advise you to print a copy for your records.

If you have any question regarding our privacy policy, please [contact us](#).