



## General Data Protection Regulation Policy

### **Background:**

This GDPR Policy sets out how Tesla UK Ltd. protects the privacy of your personal information. By providing us with your personal information you are accepting this policy and how we handle your personal information. Tesla UK Ltd. respects the privacy and rights of individuals to control their own personal data. Our policy is simple, we will be clear about the data we collect and why. Your data is protected by us and will not be passed onto any third parties.

If you do not agree with this policy you must not provide us with your personal information, but this may affect our ability to provide you with employment, services or products.

Tesla UK Ltd. are the manufacturer and distributor of gas hoses, immersion heaters, fire valves and other associated plumbing products. During our normal course of business, we must process personal information on behalf of employees, end users, customers and suppliers in various forms (electronic, paper) in order to buy stock, store, assemble, process customer orders, pick, pack and despatch, pay suppliers and receive customer payments.

### **What we collect:**

This information is limited to the following, dependant on the nature of the relationship with Tesla UK Ltd.: Individual's name, business name, address, telephone number, email address, bank details, medical history, next of kin and personal images (via CCTV).

### **How do we collect it?**

Employee information is collected via the Employee Details form, Medical Questionnaire and the Right to Work in the UK Questionnaires which are completed at the point of induction.

End user information is collected via the online contact form which is completed when we are contacted about a product or our online brochure is downloaded and you are not an existing customer.

Supplier and Customer information is collected by completion of account forms and is also gathered during the expansion of customer/supplier relationships.

### **What it is used for?**

This information is used to pay employees, ensure the well-being and security of all persons on site, conduct financial transactions through the processes of buying and selling, send marketing information about our business and conduct our normal daily business activities with customers, suppliers and employees.



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Employee information will be used for the purpose of HR activities, security and their health & safety during the normal course of business.

Information provided by end users who contact us via the online contact form, or download our brochure maybe added to our marketing data base to receive information about our products and services or to correspond with you about your queries.

Customer and supplier information will be used to conduct our normal business activities of buying and selling.

### **How is it stored?**

The information is stored on our secure server or in hard copy files which have restricted access. This data will be held by Tesla UK Ltd. for the duration of the contract plus an additional 6 years, after which they shall be destroyed. Paper copies shall be shredded by a licenced disposal company and electronic files shall be permanently deleted from our server.

End users contacting us about our products or to download our brochure will have their details deleted after 18 months if there is no further correspondence between the two parties.

End users making a product liability claim will have their details retained for 7 years after closure of the claim file.

### **Your choices:**

Requests to amend personal information should be made to the data protection officer, where access will be granted or amendments completed within 30 days.

A request for the information to be deleted will be completed with 30 days of a written request. If you are employed or conducting business with Tesla UK Ltd. it may not be practical to remove your personal details and continue to conduct business with the individual, resulting in termination of the contract between the two parties.

### **Disclosure:**

Individual details will not be disclosed to any third party with the exception of: Law enforcement, government agencies and where legal requirements necessitate.

### **Social Media Integration:**

Our social media accounts are provided and operated by third party companies (such as Twitter and LinkedIn). These have features such as “like” and “share” and may collect information about



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your activity which we have access to via these sites. Your interactions with these sites are governed, as we are, by the privacy policy of these companies. Further information can be obtained from these company websites. Tesla UK Ltd. takes no responsibility for the GDPR policies of these sites.

### **Contact us:**

If you have any further questions about how your personal information is handled or you wish to amend or delete your information, please contact the HR department using the contact details below.

Email: [info@teslauk.com](mailto:info@teslauk.com)

Post:

Data Protection Officer,

Tesla UK Ltd,

Unit 3b First Avenue,

Minworth,

Sutton Coldfield.

B76 1BA.

All correspondence will be replied to within 30 days.