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This Privacy Notice sets out how Hi-Lex Cable System Co.,Ltd, Baglan Energy Park, Baglan, Port Talbot SA12 7AX collects, stores and processes your personal data.

Forthwith Hi-Lex Cable System Co.,Ltd will be referred to as Hi-Lex within this policy.

Hi-Lex is the Data Controller and is committed to protecting the rights of individuals in line with the General Data Protection Regulation (GDPR) – Regulation (EU) 2016/679.

It is important that you read the Privacy Notice carefully, together with any other information that we might give you from time to time about how we collect and use your personal data. You should also read our Data Protection Policy (IT05) which explains our obligations in relation to personal data and how we keep it secure.

What information do we keep about you?

Hi-Lex collects and processes a range of Personal data about you. Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, job title, email address).

Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as special category data. (The rest is ordinary personal data).

How do we collect your personal data?

Hi-Lex may collect personal data in a variety of ways. For example, data might be collected through business cards, emails or forms; from correspondence with you; or through meetings or other interactions.

Why do we hold your personal data and on what legal grounds?

Hi-Lex collect, store and process your personal data via legitimate interests, your interests and fundamental rights are not over-riden. This enables Hi-Lex to conduct day-to-day business activities and fulfil core business requirements.

Any transfers to third countries

Hi-Lex is a global company and as such sometimes require personal data to be transferred outside the EEA (European Economic Area) to internal and external third parties such as Hi-Lex sites in USA, Japan and also some authorised customers and suppliers. GDPR is not implemented in such countries and whilst we endeavor to secure your personal data at all times there are potential risks associated with the transfer outside of the EEA.

How long will your information be held?

The criterion for the duration of the storage of personal data is the respective statutory and specific business plus industry requirements for retention period. After the deadline, the corresponding data will be routinely deleted, if they are no longer required to fulfil the contract or to initiate a contract, in accordance with our data protection policy.

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What are your rights?

You have a number of rights. You can:

- Request access and obtain a copy of your personal data;
- Request incorrect or incomplete data to be updated;
- Request the personal data to be deleted or to stop processing it;
- Object to the processing of your personal data.

Please refer to Personal Data Request form IT05.03 and Personal Data Request and Control procedure WIT05.03 (these documents can be obtained from the HI-LEX HR Department). Any requests should be made in writing to the HR Officer using form IT05.03.

Security of your information

Hi-Lex will make every effort to ensure Personal Data is secure, adopting best practice security methods and procedures where possible. More details are available within the Information Security Policy (IT03) – available from the HI-LEX HR Department.

How to make a complaint

If you have any questions or concerns about how your personal data is being used by Hi-Lex, you can in the first instance contact the HR Officer.

Address

HR Department
Hi-Lex Cable System Co. Ltd
Baglan Energy Park,
Central Av.,
Port Talbot,
UK

SA12 7AX

Email

HCS-HR@Hi-Lex.com

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found on their website: www.ico.org.uk or by mail to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF