

---

## Contact Data Privacy Notice

---

Version:	1
Issued:	May 2018
Issuer:	Angela McGhin

## **Privacy Notice for contact data of customers, suppliers and other professionals**

### **1. Introduction**

This document describes the privacy notice ("Contact Privacy Notice") of Augean plc ("Augean," "we," or "us") related to personal data held by Augean concerning business or professional contacts ("you" or "your").

Augean respects your privacy and is committed to protecting your personal data. This Contact Privacy Notice will inform of how we look after any personal data we hold on you ("Contact Data") and inform you about your privacy rights and how the law protects you.

It is important that you read this Contact Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

### **2. Contact Data We May Hold**

We limit the personal data we hold to what is relevant for supplying our services or for otherwise conducting business or for any marketing we do.

Individuals from whom we retain Contact Data include customers, potential customers, suppliers, service providers, government officials, journalists, academics, industry experts and others with whom we have a business or professional relationship (collectively "Contacts").

The types of contact data we may hold include:

- Name.
- Telephone/address information (such as telephone numbers, street address, e-mail address)
- Other business or marketing-related personal details (such as business or professional role, business title, Company).
- Augean products and services previously purchased/provided.
- contact preferences (such as individual's preference to be contacted via e-mail but not by telephone).

### **3. Sources of Contact Data**

We obtain Contact Data when individuals:

- Are designated by their employer as our contacts for the purpose of dealing with Augean or for managing relationship.
- buy goods or services from Augean.
- request information from us or;
- complete an online submission or request to be placed on our mailing list.
- Otherwise provide Augean or an Augean employee with their contact details or other personal data.

Contact Data may also be obtained from published and public sources, including corporate websites or stock exchanges.

#### **4. How We Use Contact Data**

We use Contact Data to:

- provide customers with services or data they request,
- advise customers and potential customers about products and services offered by Augean,
- request information or services from suppliers,
- Correspond with our Contacts.

We will only ever disclose Contact Data to others with the individual's prior permission.

#### **5. How We Protect Contact Data**

We place a high priority on the security of your Contact Data. We apply appropriate technical, administrative, and physical safeguards to protect against foreseeable loss, unauthorised access, destruction, misuse, modification, and improper disclosure. However, no system or data can ever be fully protected against every possible hazard. As a result, we cannot ensure or warrant the security and privacy of any data you provide to us and, accordingly, you do so at your own risk.

All employees, consultants, and agents of Augean are required to comply with the terms of this Privacy Notice and also an internal Privacy and Data Policy that also covers Contact Data. Failure to do so could result in disciplinary action.

#### **6. Your Rights**

You may change your contact preferences, or request that you stop receiving all communications from us, at any time by contacting us on [dataprivacy@augeanplc.com](mailto:dataprivacy@augeanplc.com)

You may review your Contact Data at any time and instruct that it be corrected, updated, or deleted, by contacting us as provided below. We will take all reasonable steps to make the requested changes promptly. However, you should be aware that it is not technologically possible to change or delete each and every instance of the data we hold on you from our systems, and Contact Data may remain in non-erasable forms. We may retain Contact Data for a period in our backup systems. We may also retain some data for longer periods as required by law, contract, or auditing requirements.

This Privacy Policy is designed to establish a uniform minimum standard for Augean's handling of Contact Data in line with current data protection legislation.

#### **7. Data Collected through Augean's Web Site**

We also collect personal data from users of our web site. Any personal data gathered through our web site that are used in Augean's general customer and supplier contact databases along with other Contact Data are treated in accordance with the Online Privacy Policy.

#### **8. Contacts and Complaints**

If you have any questions or concerns about this Notice, please e-mail us [dataprivacy@augeanplc.com](mailto:dataprivacy@augeanplc.com), or speak with your Augean contact.