



## General website Privacy

You can use the TYRI UK and P.A. Thorpe website without disclosing your identity. Details of the information that we gather as standard when you access the websites is described below. If you register for any of our services or contact us via forms, there will be detailed information about how your data is processed in connection to your registration.

## Personal identification information

We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, subscribe to the newsletter, fill out a form, and in connection with other activities, services, features or resources we make available on our Site. Users may visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us.

## Identity and contact details of the controller and data protection officer

P.A. Thorpe (VC) Ltd / TYRI UK as controller of personal data, is responsible for the processing of personal data that relate to you under applicable data protection laws and regulations.

If you have questions regarding the processing of your personal data, please contact P.A. Thorpe (VC) Ltd / TYRI UK data protection officer at [Annette.brown@tyri.co.uk](mailto:Annette.brown@tyri.co.uk) or by post or phone at:

P.A. Thorpe (VC) Ltd, Att: Marketing Department, Engine Shed Lane, Skipton, North Yorkshire, BD23 1UP, United Kingdom

+44 (0) 1756 700568

## Non-personal identification information

We may collect non-personal identification information about Users whenever they interact with our Site. Your web browser is technically configured to automatically transmit the following data (“log data”) to our web server, which we then capture in log files:

- Date of access
- Time of access
- URL of the referring website
- File retrieved
- Data volume transmitted
- Browser type and version
- Operating system
- IP address
- Domain name of your internet access provider



## P.A. Thorpe(Vehicle Components)Ltd

Engine Shed Lane | Skipton | North Yorkshire | BD23 1UP | United Kingdom

T: +44 [O] 1756 700 568 F: +44 [O] 1756 700 068 E: [sales@pathorpe.co.uk](mailto:sales@pathorpe.co.uk)

[www.pathorpe.co.uk](http://www.pathorpe.co.uk)





This is exclusively information which does not allow you to be identified. This information is necessary for technical purposes in order to correctly deliver the content requested by you and its collection is an unavoidable aspect of using websites. The log data is analysed purely for statistical purposes in order to improve our website and its underlying functionality.

### Web browser cookies

Both the P.A. Thorpe (VC) Ltd ([www.pathorpe.co.uk](http://www.pathorpe.co.uk)) and TYRI UK ([www.tyri.co.uk](http://www.tyri.co.uk)) websites do not use cookies.

### Quotations and orders

On completion of any quotations we will hold the digital files on record in secure servers. We only store this data for as long as necessary and only for the purpose of quotations and rarely for marketing purposes. Once personal data is no longer needed we will destroy it securely. We will not transmit your information to third parties, unless it is required to fulfil your request for quotation, to complete an order, or we are legally obliged to do so. Data disclosures will only be relevant to the requirement of the quotation.

### How we use collected information

P.A. Thorpe (Vehicle Components) Ltd / TYRI UK may collect and use Users personal information for the following purposes:

- To improve our Site
  - We may use feedback you provide to improve our products and services.
- To run a promotion, contest, survey or other Site feature
  - To send Users information they agreed to receive about topics we think will be of interest to them.
- To send periodic emails
  - We may use the email address to send User information and updates pertaining to their order. It may also be used to respond to their inquiries, questions, and/or other requests. If User decides to opt-in to our mailing list, they will receive emails that may include company news, updates, related product or service information, etc. If at any time the User would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

### Forwarding of data to third parties

P.A. Thorpe (VC) Ltd / TYRI may, if necessary to fulfil the purpose for processing the personal data, or if required by law or regulation share your personal data with other TYRI Group, including company outside of the European Union or the European Economic Area EU/EEA.

We do not sell, trade, or rent Users personal identification information to others. P.A. Thorpe (VC) Ltd / TYRI UK will never, share your personal data with third party companies and suppliers including companies and suppliers outside the EU/EEA.



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## How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information and data stored on our Site.

Sensitive and private data exchange between the Site and its Users happens over a SSL secured communication channel and is encrypted and protected with digital signatures.

## For how long will P.A. Thorpe (VC) Ltd / TYRI UK keep your personal data?

P.A. Thorpe (VC) Ltd / TYRI UK will keep your personal data as long as required to fulfil the purposes for which the personal data was collected.

## Third party websites

Users may find advertising or other content on our Site that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our Site, is subject to that website's own terms and policies.

## Changes to this privacy policy

P.A. Thorpe (Vehicle Components) Ltd has the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this page. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

## Contacting us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

P.A. Thorpe (Vehicle Components) Ltd / TYRI UK  
Engine Shed Lane  
Skipton  
North Yorkshire, BD23 1UP  
+44 (0) 1756 700568  
sales@pathorpe.co.uk

This document was last updated on June 18<sup>th</sup>, 2018



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## Your data protection rights

You have the right to request from P.A. Thorpe (VC) Ltd / TYRI UK information about the personal data processed about P.A. Thorpe (VC) Ltd / TYRI UK and access to such personal data. You also have a right to request rectification of your personal data if this is incorrect and request removal of your personal data. Further, you have a right to request restriction of the processing of your personal data meaning that you request P.A. Thorpe (VC) Ltd / TYRI UK to limit its processing of your personal data under certain circumstances. There is also a right for you to object to the processing based on legitimate interest or processing for direct marketing. You have as well the right to data portability (transfer of your personal data to another controller) if P.A. Thorpe (VC) Ltd / TYRI UK processing if your personal data is based on consent or contractual obligation and is automated.

You also have the right to lodge any complaints you may have regarding P.A. Thorpe (VC) Ltd / TYRI UK's processing of your personal data to a supervisory authority.

To exercise one of your rights, please complete the form below and return to:

Email: [annette.brown@tyri.co.uk](mailto:annette.brown@tyri.co.uk)

Mail (post): P.A. Thorpe (Vehicle Components) Ltd / TYRI UK  
Engine Shed Lane  
Skipton  
North Yorkshire  
BD23 1UP

Fax: +44 (0) 1756 700 068



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## REQUEST FORM

Hi, and thank you for reaching out to P.A. Thorpe (VC) Ltd / TYRI UK, which from here on will be referred to as “we” or “us”.

For us to be able to facilitate your request, we would like to ask you to provide some additional information about your request. First, we need to confirm your relation to us as well as your identity, so that no personal data is disclosed to the wrong person.

### 1. Identity and Authority

*Name	*Company Name
*Please state your full address here	
*Please state your email / phone number to allow us to communicate with you regarding your request	
*Signature	*Date

### 2. Relation to us

\*Please indicate if you are:

- a customer or an employee of a customer to P.A. Thorpe (VC) Ltd / TYRI UK
- a supplier or an employee of a supplier to P.A. Thorpe (VC) Ltd / TYRI UK
- a former employee at P.A. Thorpe (VC) Ltd / TYRI UK
- Other (prospective customer / visitor to stand at trade show)



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### 3. WHAT RIGHT DO YOU WANT TO EXERCISE?

Please read the descriptions for each form and choose the one that best describes the request you wish to make. You may fill in the form either electronically and send it to us using email or print it out and send it to us using regular mail services.

Does any of the following alternatives describe what your request is about?

\*

<input type="checkbox"/> <b>Withdraw consent</b>	If you have given your consent to processing of personal data relating to you and wish to withdraw it.	See section 4.1
<input type="checkbox"/> <b>Right of access</b>	If you want a confirmation that we process personal data relating to you, information about the processing, access to the personal data, or a copy of it.	See section 4.2
<input type="checkbox"/> <b>Right to rectification</b>	If the personal data relating to you is incorrect or needs updating. This also includes making supplementary statements.	See section 4.3
<input type="checkbox"/> <b>Right to removal</b>	If you want us to delete personal data relating to you, provided that certain conditions are met.	See section 4.4
<input type="checkbox"/> <b>Right to restriction of processing</b>	If you want us to stop processing personal data relating to you, but not delete it.	See section 4.5
<input type="checkbox"/> <b>Right to data portability</b>	If you want a copy of the personal data relating to you or want to have it transferred to another company.	See section 4.6
<input type="checkbox"/> <b>Right to object to processing</b>	If you have reason to believe that our processing of personal data relating to you does not meet the high ambitions we have set out, you may object to the processing.	See section 4.7
<input type="checkbox"/> <b>Right to human intervention</b>	If you think that you have been subject to an important decision that has been made without the assistance of a person, you may request that a person assesses the decision.	See section 4.8



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If none of these rights, as set out by applicable data protection law, describes what you want to request, please describe your request here. If possible, try to avoid giving us any further information that may be regarded as personal data when you describe your request.

If it is important for you to continue the dialogue with us in another form than writing, please indicate so here and provide the reasons why.



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## 4. REQUEST TEMPLATES

### 4.1 Withdrawal of consent

You may at any time withdraw the consent you have given for the processing of personal data relating to you. However, please remember that the processing of personal data due to entering into or performing contracts are not using consent as the legal ground.

Please provide the following additional information, so that we can handle your request.

\* Name of the company at which you work

Can you please describe what processing of personal data relating to you that you have consented to, or what activity or process that you think the consent relates to?

\* Can you please describe what processing of personal data relating to you that you have consented to, or what activity or process that you think the consent relates to?

Can you, in your own words, describe which consent you wish to withdraw and, if applicable, to what extent?

\* Can you, in your own words, describe which consent you wish to withdraw and, if applicable, to what extent?

Thank you for taking the time to fill out this form. We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.



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## 4.2 Right of access

If you wish to gain information about processing of personal data relating to you, kindly note that the information you seek may be found in the privacy policy provided by the relevant entity in P.A. Thorpe (VC) Ltd / TYRI Group.

If the information that you seek is not to be found in the applicable privacy policy, please provide the following additional information, so that we can confirm if an entity in the P.A. Thorpe (VC) Ltd / TYRI Group processes personal data relating to you.

Please provide the following additional information, so that we can handle your request.

\* Name of the company at which you work

Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

\* Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

If you want a confirmation from us that personal data relating to you is being processed, and you wish to gain access to it or obtain a copy of it, please indicate so here:

\* If you want a confirmation from us that personal data relating to you is being processed, and you wish to gain access to it or obtain a copy of it, please indicate so here:

Thank you for taking the time to fill out this form. We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.



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### 4.3 Right to rectification

You may have personal data concerning you that is inaccurate rectified, if you request it. For us to do this, we need to locate the personal data in question and know what to do with it. Please provide the following information so that we can process your request.

Please provide the following additional information, so that we can handle your request.

\* Name of the company at which you work

Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

\* Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

Please describe here what corrections or additions to the personal data relating to you that you wish us to perform. If the personal data relating to you is incorrect or incomplete, you may instruct us how to make it correct, or provide us with supplementing information.

\* What information is incorrect, or may need alteration?

\* If you believe it to be applicable, what information do you wish to add? This can either be information that makes the personal data complete, or supplementary statements which makes the personal data give a fuller picture of things.

Thank you for taking the time to fill out this form. We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.



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#### 4.4 Right to removal

When certain conditions are met, we are obliged to delete personal data relating to you per your request. For us to handle your request for deletion, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data. Please note, as a customer of P.A. Thorpe (VC) Ltd / TYRI UK, complete removal of your data from our systems may affect the speed in which future orders or enquiries can be processed:

Please provide the following additional information, so that we can handle your request.

\* Name of the company at which you work

Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

\* Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

What personal data do you wish us to remove? Be as specific as you can, please.

\* Please try to avoid providing us with additional personal data as you describe your request

What is the reason for your request for us to delete personal data relating to you?

Thank you for taking the time to fill out this form. We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.



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#### 4.5 Right to restriction of processing

When certain conditions are met, we are obliged to restrict the processing of personal data relating to you per your request. For us to handle your request for restriction of processing, you must provide us with information so that we can locate the personal data in question, as well as the reasons for which you want us to delete the personal data.

Please provide the following additional information, so that we can handle your request.

\* Name of the company at which you work

Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

\* Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

What personal data do you wish us to restrict the processing of? Be as specific as you can, please.

What are the reasons for your request for us to restrict and stop processing personal data relating to you?

Thank you for taking the time to fill out this form. We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.



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#### 4.6 Right to data portability

If you have provided us with personal data yourself, and wish for us to transfer it to another data controller, we will do so if the legal ground for processing that personal data is your consent or because the personal data was needed for entering into a contract with you.

Please provide the following additional information, so that we can handle your request.

\* Name of the company at which you work

Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

\* Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

Please describe the personal data you wish to transfer, and if you know it, the legal ground for us to process it. If you do not know this, please describe for what purpose the personal data was collected or what it is used for. Please keep in mind that personal data relating to you which we are required to keep due to applicable laws such as employment or book-keeping laws may not be eligible for a transfer.

Can you please specify what personal data you are interested in receiving or transferring?

Please try to avoid providing us with additional personal data as you describe your request

Do you wish to receive a copy of the personal data, or do you wish of us to transmit it directly to a third party? If so, to whom shall we send the personal data?

Please try to avoid providing us with additional personal data as you describe your request

Thank you for taking the time to fill out this form. We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.



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#### 4.7 Right to object to processing

When the processing of personal data is based on the legal grounds of either public interest or our legitimate interests, or used for direct marketing purposes, you may at any time object to our processing of the personal data relating to you. For us to handle your objection to the processing, you must provide us with information so that we can make a correct assessment of the processing in question.

Please provide the following additional information, so that we can handle your request.

\* Name of the company at which you work

Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

\* Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

What processing of personal data relating to you do you wish to object to? Please describe as detailed as possible what personal information your request relates to, and the reason(s) for your objection to our processing of it.

[Empty text box for objection details]

Thank you for taking the time to fill out this form. We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.



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#### 4.8 Right to human intervention / Automated individual decision-making

You have a right to not be subject to decisions that have been made automatically and which significantly affects you. For us to better understand the context in which the decision was made, please provide us with some additional information.

Please provide the following additional information, so that we can handle your request.

\* Name of the company at which you work

Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

\* Your function at the customer company and in what regard you believe that personal data relating to you is being processed by P.A. Thorpe (VC) Ltd / TYRI Group:

If you believe that we have made a decision which affects you, with the help of an automatic system, and you wish to see that the decision is re-assessed by a physical person, please describe the decision and the relevant background for it.

Please try to avoid inserting additional personal data relating to you here.

Thank you for taking the time to fill out this form. We will now process your request along with the information you provided, and we will contact you as soon as we have can regarding the results of this.



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