

PRIVACY AND COOKIES POLICY

Archer Knight (Holdings) Limited (hereinafter referred to as "we", "us" or "our" as the context means) act as the Data Controller for the personal data that we process. This Privacy Policy explains how we collect, use, and keep personal data obtained from our Customers, Suppliers and Website Users (hereinafter referred to as "you" or "your" as the context means).

1. WHAT INFORMATION DOES THE COMPANY COLLECT AND HOW IS IT USED?

We collect and processes a range of information about you which includes:

- Your name and business contact details (including address, job title, email address and telephone number).
- Personal information on directors, officers, and shareholders for screening purposes to ensure we comply with legal and regulatory obligations, including trade control, anti-money laundering, anti-bribery and corruption laws and other regulatory requirements.

Data is stored in a range of different places, including our internal Customer Relationship Management (CRM) and Supplier System, Market Intelligence Database, marketing/ mailing lists and email system.

When you submit your personal details via our Website Contact Form, we will use that information to respond to your message, which will be relayed to the relevant department, who will respond directly to you. The information captured will be added to our CRM Database, so that we can manage future communications with you, which will include information about our range of products and services. We believe that processing this data is within our Legitimate Interests and that you would reasonably expect to hear from us, however, if you wish these communications to stop, you can unsubscribe at any time, using the unsubscribe option within the message/email or by contacting us directly at info@archerknight.com.

Please be assured that we will never buy, sell, or trade personal data to any third parties.

2. WHY DOES THE COMPANY PROCESS PERSONAL DATA?

We process personal data for the following purposes:

- To use data analytics to improve our website, marketing, customer experiences, products, and services, on the basis of our Legitimate Interests
- To fulfil a contract for goods and/or services
- To comply with legal or regulatory requirements
- To communicate with potential, new, existing, or previous customers and suppliers, based on our Legitimate Interests
- To scan or monitor emails sent to us (including attachments) for viruses or malware
- To manage activities including processing instructions, monitoring, and recording electronic communications (including telephone calls and emails) for quality control, analysis, and training purposes
- To enforce or defend our rights and interests in order to comply with legal and/or regulatory obligations.

3. WHO HAS ACCESS TO DATA?

Your information will be shared internally with our staff, if access to the data is necessary for performance of their roles and, where necessary, competent public authority, government, regulatory or fiscal agency where it is necessary to comply with a legal or regulatory obligation to which we are subject to.

Where we engage third party suppliers to process data on our behalf, we do so on the basis of written instructions, ensuring the third party has implemented appropriate technical and organisational measures to ensure the security of data.

Such third parties include suppliers who provide the following services:

- IT/Systems and Databases
- Server, Back Up and Disaster Recovery
- Document Storage/Archiving
- Event Management & PR
- Marketing
- Delivery (Mail, Courier, etc)

Any sharing of personal data is subject to appropriate due diligence assessments, along with the implementation of contractual and confidentiality controls, including Data Sharing Agreements (Contract Clauses).

4. HOW DOES THE COMPANY PROTECT DATA?

We have implemented a number of operational controls and internal policies to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties.

In the event that personal data is transferred outside of the European Economic Area to companies within our corporate Group, it is protected by appropriate Transfer Safeguards, which guarantee an adequate level of data protection wherever your data is physically kept.

5 FOR HOW LONG DOES THE COMPANY KEEP DATA?

We will hold data for the duration of our contractual relationship with you and for a period of 2 years thereafter, as set out in our internal Data Management procedures.

In cases where data is held for a longer period of time, i.e., where there is a legal or regulatory reason to do so, the data will be deleted when it is no longer required for the legal or regulatory purpose it was held for.

6 YOUR RIGHTS

As a data subject, you have a number of rights, as follows:

- access and obtain a copy of your data on request;
- to change incorrect or incomplete data;
- to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data in certain circumstances
- to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us at info@archerknight.com.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner via www.ico.org.uk

This policy is subject to review and change at any time and its most current version will be published [here](#).

