

**Privacy Policy**

**Effective Date:** 14/10/2025

**Pailton Engineering Ltd**
Registered Address: Phoenix House, Holbrook Lane, Coventry, CV6 4AD
Company Registration Number: 1377101
Email: sales@pailton.com
Phone: 02476680445

**1. Introduction**

Pailton Engineering Ltd (“Pailton”, “we”, “our”, or “us”) is committed to protecting the privacy and security of personal data. This Privacy Policy outlines how we collect, use, disclose, and protect personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable data protection laws.

This policy applies to:

* Visitors to our website
* Business customers and clients
* Suppliers and contractors
* Job applicants
* Employees (where noted, internal policies may also apply)

**2. Data We Collect**

We may collect and process the following categories of personal data:

**a) Business Contact Information**

* Name
* Job title and company name
* Email address
* Phone number
* Postal address

**b) Technical Data (from website use)**

* IP address
* Browser type and version
* Pages visited and time spent
* Referring site details

**c) Employment or Recruitment Data**

* CVs/resumes
* Application forms
* Interview notes
* References
* Eligibility to work documentation

**d) Financial and Transactional Data**

* Bank details (for suppliers)
* Company payment information
* Invoices and transaction history

**3. How We Use Personal Data**

We use the data we collect to:

* Provide products and engineering services to our clients
* Respond to enquiries or requests
* Manage supplier relationships and contracts
* Improve our website and services
* Recruit and assess candidates for employment
* Meet legal and regulatory obligations

**4. Legal Basis for Processing**

Under the UK GDPR, we process personal data only when we have a legal basis, including:

* **Contractual necessity** (e.g., fulfilling service agreements)
* **Legal obligations** (e.g., tax and employment laws)
* **Legitimate interests** (e.g., B2B communications, improving operations)
* **Consent** (e.g., for optional marketing communications)

**5. Data Sharing and Disclosure**

We do not sell personal data. However, we may share data with:

* Trusted third-party service providers (e.g., IT support, hosting, analytics)
* Legal and regulatory authorities (when required)
* Professional advisers (e.g., auditors, accountants, legal counsel)
* Prospective buyers or investors (under strict confidentiality)

All third parties are required to respect the security of your data and to treat it in accordance with the law.

**6. Data Storage and Retention**

We store personal data securely using appropriate technical and organisational measures. We retain data only for as long as necessary for the purposes set out in this policy, or as required by law.

**7. International Transfers**

Where personal data is transferred outside the UK or European Economic Area (EEA), we ensure appropriate safeguards are in place, such as Standard Contractual Clauses or equivalent mechanisms.

**8. Your Rights**

You have the right to:

* Access your personal data
* Correct inaccurate or incomplete data
* Request deletion (where applicable)
* Restrict or object to processing
* Data portability
* Withdraw consent (where consent is the basis for processing)
* Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise any of these rights, please contact:
**Email:** rfawcett@pailton.com

**9. Cookies and Website Usage**

Our website may use cookies to enhance user experience and analyse web traffic. You can set your browser to refuse cookies or alert you when cookies are being sent. Please see our **Cookie Policy** for more details.

**10. Changes to This Policy**

We may update this Privacy Policy from time to time. The latest version will always be available on our website and marked with an effective date.

**11. Contact Us**

If you have questions or concerns about this policy or your personal data, contact our Data Protection Officer (DPO) at:

**Email:** rfawcett@pailton.com
**Phone:** 02476584825

