



# WEBSITE PRIVACY POLICY

1.0

## DOCUMENT HISTORY

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### AMENDMENT HISTORY

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### DOCUMENT STATUS

This is a controlled document. Whilst this document may be printed, the electronic version posted in G:\Company Information\Policies and on the Thompson Aero website are controlled. Any printed copies of this document are uncontrolled and may be outdated.

## TABLE OF CONTENTS

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WEBSITE PRIVACY POLICY .....	4
INFORMATION COLLECTION AND USE .....	4
PERSONAL DATA .....	4
TRACKING & COOKIES.....	4
USE OF DATA .....	5
TRANSFER OF DATA .....	5
DISCLOSURE OF DATA.....	5
WEBSITE PROVIDERS .....	5
ANALYTICS .....	5
LINKS TO OTHER SITES .....	6
CHANGES TO THIS PRIVACY POLICY.....	6
CONTACT US .....	6
ENFORCEMENT .....	7

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## WEBSITE PRIVACY POLICY

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### INFORMATION COLLECTION AND USE

Thompson Aero Seating is committed to ensuring the rights of individuals are protected in line with the General Data Protection Regulation. This document informs you of our policies regarding the collection, use, and disclosure of personal data when you use our website, and the choices you have associated with that data.

The GDPR requires that personal data is:

1. processed fairly, lawfully, and in a transparent manner
2. collected for specified and explicitly stated purposes
3. used in a way that is adequate, relevant and not excessive
4. accurate, and kept up to date where necessary
5. kept for no longer than is absolutely necessary
6. handled and processed in a manner which ensures security of the data
7. held with accountability

### PERSONAL DATA

While using our website, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number

This personal information will only be used to assist with the received correspondence. We will never pass your information to anyone outside of Thompson Aero Seating without your express written consent, and will only do so when it is required.

We may collect information about how the website is accessed and used ("Usage Data").

This Usage Data may include information such as your computer's Internet Protocol address (IP address), browser type, browser version, the pages of our Website that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

### TRACKING & COOKIES

We use cookies and similar tracking technologies to track the activity on our Website and hold certain information. Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. You can find out more about the cookies we use from our Cookie Policy, published on our website.

## **USE OF DATA**

Thompson Aero Seating uses the collected data for various purposes:

- To allow you to participate in interactive features of our Website when you choose to do so
- To provide customer or technical care and support
- To provide analysis or valuable information so that we can improve the Website
- To monitor the usage of the Website
- To detect, prevent and address technical issues

## **TRANSFER OF DATA**

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ than those from your jurisdiction.

If you are located outside the United Kingdom and choose to provide information to us, please note that we transfer the data, including Personal Data, to the United Kingdom and process it there in line with the GDPR and DPA 2018.

Thompson Aero Seating will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy. We will ensure no transfer of your Personal Data will take place to an organisation or a country unless there are adequate controls in place, including the security of your data and other personal information. We will only ever transfer data outside the Company with your express written consent.

## **DISCLOSURE OF DATA**

Thompson Aero Seating may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal or contractual obligation
- To protect and defend the rights or property of Thompson Aero Seating
- To prevent or investigate possible wrongdoing in connection with the Website
- To protect the personal safety of users of the Website or the public
- To protect against legal liability

## **SECURITY OF DATA**

The security of your data is extremely important to us, and we use both technical and organisational measures to protect our data against accidental or intentional manipulation, loss, destruction and against access by unauthorised persons.

## **WEBSITE PROVIDERS**

We may employ third party companies and individuals to facilitate our Website ("Website Providers"), to provide the Website on our behalf, to perform Website-related tasks or to assist us in analysing how our Website is used. These third parties have no access to your Personal Data.

## **ANALYTICS**

We use Google Analytics to monitor and analyse the use of our Website.

Google Analytics is a web analytics website offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Website. This data is shared with other Google websites. Google may use the collected data to contextualise and personalise the ads of its own advertising network.

You can opt-out of having made your activity on the Website available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visit activity.

For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy>

### **LINKS TO OTHER SITES**

Our Website may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites.

### **CHANGES TO THIS PRIVACY POLICY**

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

### **CONTACT US**

If you have any questions about this Privacy Policy, please contact us either:

By visiting this page on our website: <http://www.thompsonaero.com/contact-us/>

By phone number: +44 (0) 28 3833 4000

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## **ENFORCEMENT**

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If any member of staff is found to have breached this policy, they may be subject to disciplinary action.

Any violation of the policy by a temporary worker, contractor or supplier may result in the termination of their contract or assignment.