



BRAID

PRIVACY POLICY

We take your privacy very seriously. Please read this privacy policy carefully as it contains important information on who we are and how and why we collect, store, use and share your Personal Information. It also explains your rights in relation to your Personal Information and how to contact us or supervisory authorities in the event you have a complaint.

We collect, use and are responsible for certain Personal Information about you. When we do so we are subject to data protection laws applicable in the United Kingdom and we are responsible as ‘controller’ of that Personal Information for the purposes of those laws.

1. KEY TERMS

It would be helpful to start by explaining some key terms used in this policy:

We, us, our	Braid Logistics (UK) Limited, a company registered in Scotland with registered address 4 Kings Inch Way, Renfrew PA4 8YU (registered company number SC048793) and our group of companies
Personal Information	Any information relating to an identified or identifiable individual

2. PERSONAL INFORMATION WE COLLECT ABOUT YOU

We may collect and use the following Personal Information about you:

- your name, address, details of your position in your company, and contact information, including email address and telephone number; and
- your contact with us, such as an email or letter sent, or other records of any contact with us.

This Personal Information is required to inform you about the products and/or services we can or currently provide to you. Where you fail to provide that Personal Information when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with products and/or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

3. HOW YOUR PERSONAL INFORMATION IS COLLECTED

We collect most of this Personal Information directly from you, by telephone, text or email and/or via our website. However, we may also collect information:

- from publicly accessible sources, e.g. Companies House or social media websites;
- directly from a third party, e.g.:
 - sanctions screening providers;

- credit reference agencies;
- customer due diligence providers;
- from a third party with your consent; and
- from cookies on our website – for more information on our use of cookies, please see our;

[Cookies policy](#)

4. HOW AND WHY WE USE YOUR PERSONAL INFORMATION

Under data protection law, we can only use your Personal Information if we have a proper reason for doing so. In order to use your personal information, we rely on the following legal bases:

- (i) processing is necessary for the performance of the products and/or services we provide to you;
- (ii) processing is necessary for the purposes of the legitimate business interests pursued by us (including, for example, improving products and/or services that we offer); and
- (iii) processing is necessary for compliance with a legal obligation to which we are subject (including undertaking screening for financial and other sanctions and conduct checks to identify you and verify your identity).

Generally, we do not rely on consent as a legal basis for processing your Personal Information other than in relation to sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us (see ‘**How to contact us**’ below).

We collect and process your personal information in order to:

- provide products and/or services to you; and
- update customer records.

5. WHO WE SHARE YOUR PERSONAL INFORMATION WITH

We routinely share Personal Information with:

- companies within the Braid Logistics (UK) Limited group;
- third parties we use to help deliver our products and/or services to you;
- other third parties we use to help us run our business, e.g. marketing agencies or website hosts;
- third parties approved by you;
- credit reference agencies; and
- our insurers, brokers and other professional advisers.

We only allow our service providers to handle your Personal Information if we are satisfied that they take appropriate measures to protect your Personal Information.

We may disclose and exchange information with law enforcement agencies and regulatory bodies to comply with our legal and regulatory obligations.

We may also need to share some Personal Information with other parties, such as potential buyers of some or all of our business or during a re-structuring. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations.

6. HOW LONG YOUR PERSONAL INFORMATION WILL BE KEPT

We will only retain your Personal Information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, accounting, or reporting requirements.

To determine the appropriate retention period for your Personal Information, we consider the amount, nature, and sensitivity of the Personal Information, the potential risk of harm from unauthorised use or disclosure of your Personal Information, the purposes for which we process your Personal Information and whether we can achieve those purposes through other means, and the applicable legal and regulatory requirements.

When it is no longer necessary to retain your Personal Information, we will delete or anonymise it.

7. YOUR RIGHTS

You have the following rights, which you can exercise free of charge:

Access	The right to be provided with a copy of your Personal Information (the right of access).
Rectification	The right to require us to correct any mistakes in your Personal Information.
Erasure	The right to require us to delete your Personal Information – in certain situations.
Restriction of processing	The right to require us to restrict processing of your Personal Information – in certain circumstances, e.g. if you contest the accuracy of the data.
Data portability	The right to receive the Personal Information you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party – in certain situations.
To object	The right to object: – at any time to your Personal Information being processed for direct marketing (including profiling); or – in certain other situations to our continued processing of your Personal Information, e.g. processing carried out for the purpose of our legitimate interests.

Not to be subject to automated individual decision-making	The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you.
Withdraw consent	The right to withdraw your consent to us processing your Personal Information at any time if our processing is based on your consent.

For further information on each of those rights, including the circumstances in which they apply, please contact us or see the [Guidance from the UK Information Commissioner’s Office \(ICO\) on individuals’ rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- email or write to us – see below: ‘**How to contact us**’; and
- let us have enough information to identify you (e.g. your full name, address and customer or matter reference number);
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill); and
- let us know what right you want to exercise and the information to which your request relates.

8. KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures to prevent Personal Information from being accidentally lost, or used or accessed unlawfully. We also have procedures in place to deal with any data breach.

9. HOW TO COMPLAIN

We hope that we can resolve any query or concern you may raise about our use of your information.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone: 0303 123 1113.

10. CHANGES TO THIS PRIVACY POLICY

This privacy notice was published on 12 December 2019 and last updated on 12 December 2019.

We may change this privacy notice from time to time – when we do, we will inform you via a notice on our website or via other means of contact such as email.

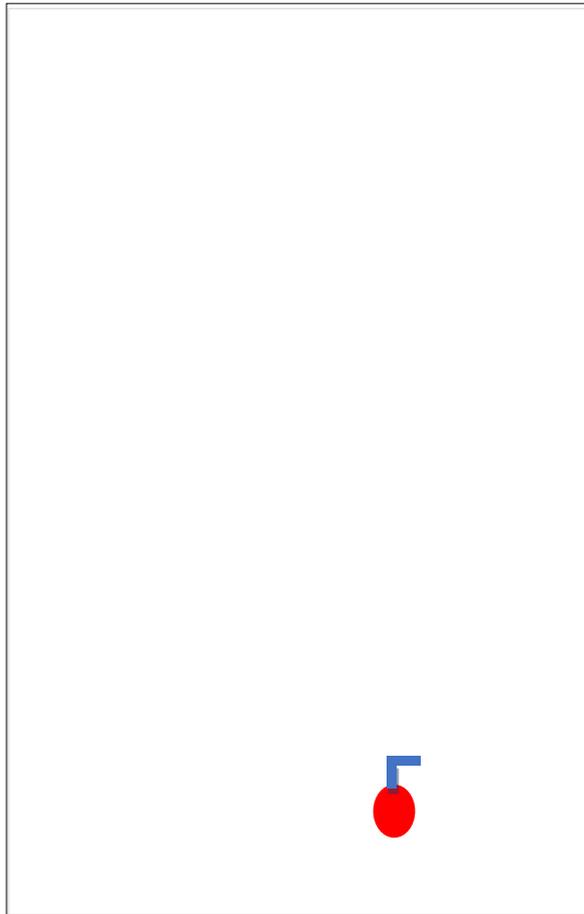
11. HOW TO CONTACT US

Please contact us by post or email if you have any questions about this privacy policy or the information we hold about you.

Our contact details are shown below:

Our contact details
Braid Logistics (UK) Limited 4 Kings Inch Way Renfrew PA4 8YU hreid@braidco.com

Please identify on the below diagram area where damage / samples are taken from



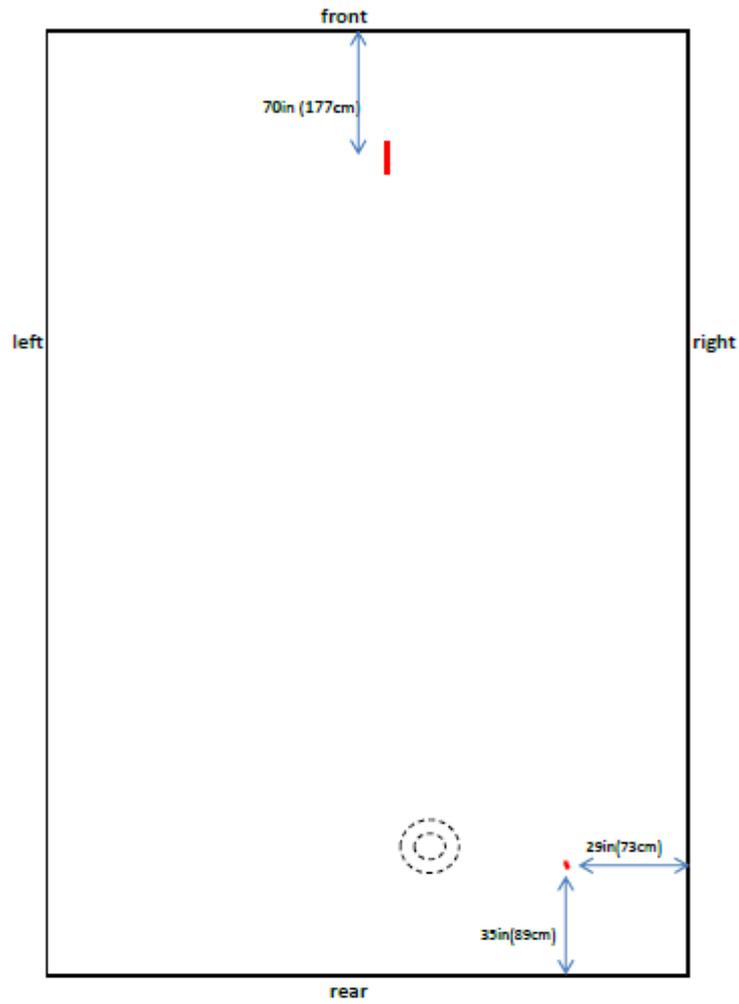
Key: ****NOT TO SCALE****

Damaged Area: 	Sample Number: S#	Control: C
Sample Cut Line: 	Flexitank Layer #: L#	
Intentional Cuts Made: 	Staple line: 	

PLEASE SEE EXAMPLES BELOW



Top of Flexi

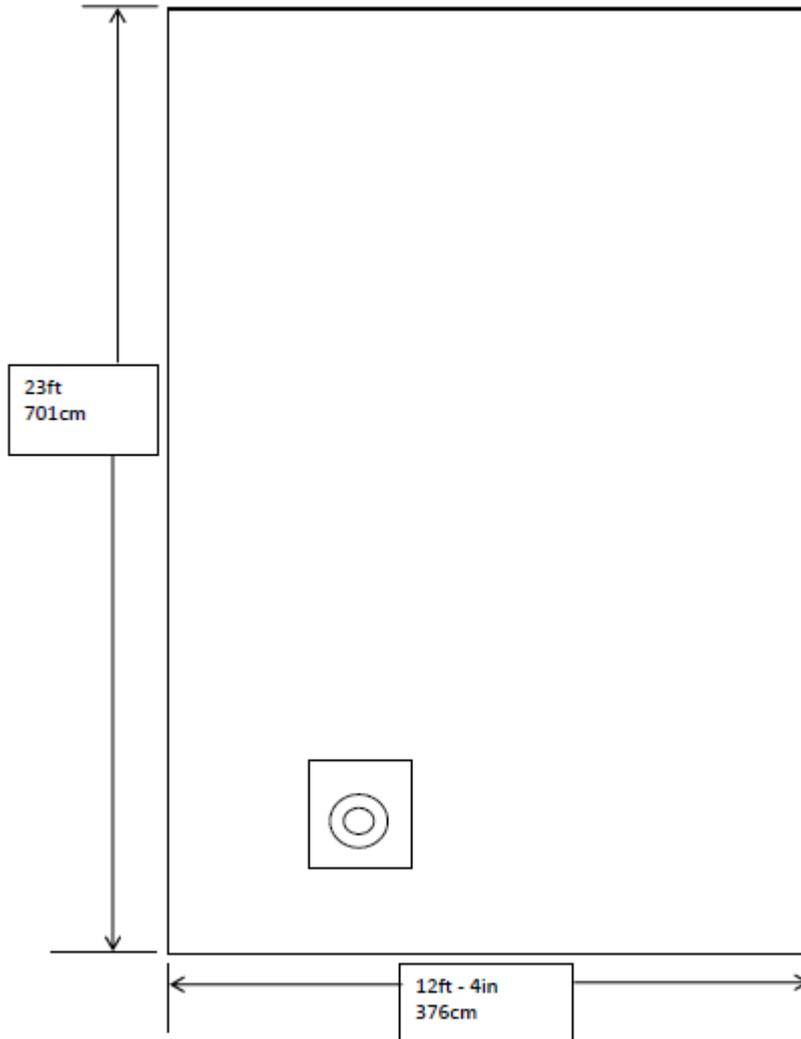


Key: ****NOT TO SCALE****

Damaged Area:		Sample Number: S#	Control: C
Sample Cut Line:		Flexitank Layer #: L#	
Intentional Cuts Made:		Staple line:	



Underside of Flexi



Key: **NOT TO SCALE**

Damaged Area: 	Sample Number: S#	Control: C
Sample Cut Line: 	Flexitank Layer #: L#	
Intentional Cuts Made: 	Staple line: 	

For Internal Use Only

Manufacture Date:		NCR No.:	
Batch No.:		Recorded By:	