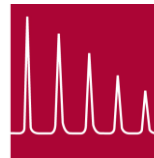


Headquarters:

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AGC
INSTRUMENTS
Gas Chromatography since 1965



Date: 24 May 2018

DATA PRIVACY NOTICE-CUSTOMER/SUPPLIERS/GENERAL DATABASE

AGC Instruments Ltd collects and processes personal data relating to its customer, suppliers and general database to manage the business relationship. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What Information does AGC Instruments collect?

AGC Instruments collects and processes a range of information about you.

This might include:

Your name, work address and contact details including email address and telephone number and gender.

Who you are employed by.

Details of your qualifications and Bank details in order to pay you.

AGC Instruments collects this information in a variety of ways. For example, data is collected through general email correspondence, from forms completed by you on our website, from information volunteered by you and also from meetings together.

Why does AGC Instruments process personal data?

AGC Instruments needs to process data to enter into a normal business relationship with you.

In some cases, AGC Instruments needs to process data to ensure that it is complying with its legal obligations.

Who has access to data?

Your information will be shared internally. If you are a Distributor in another country your contact details will be entered on our website unless you choose to have them removed. AGC Instruments may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentially arrangements.

How does AGC Instruments protect data ?

AGC Instruments takes security of your data seriously. We have internal policies and control in place to try and ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of its duties.

Where AGC Instruments engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does AGC Instruments keep data?

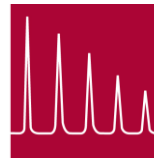
AGC Instruments will hold your personal data until you decide that you would like to be removed from all our systems. If you are entered onto our general database you can unsubscribe at any time.

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**Your Rights ?**

As a data subject, you have a number of rights.

You can:

- Access and obtain a copy of your data on request.
- Require AGC Instruments to change incorrect or incomplete data
- Require AGC Instruments 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 where AGC Instruments is relying on its legitimate interests as the legal grounds for processing
- Ask AGC Instruments to stop processing data for a period if it is inaccurate or if there is a dispute about whether or not your interests override AGC Instruments's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact us at AGC Instruments

If you believe AGC Instruments has not complied with your data protection rights, you can complain to the Information Commissioner

What if you do not provide personal data?

Certain information, such as contact details, will have to be provided to enable AGC Instruments to maintain a normal business relationship with you or to keep you up to date with information that we may decide to send to all customers and prospects. If you do not provide this information, this will hinder AGC Instruments's ability to maintain contact with you.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Marcus M Creaven', written over a horizontal line.

Marcus M Creaven
Managing Director