

# **LMT UK Limited**

## **Privacy Notice**

This the privacy statement for LMT UK Limited

### **Name of and Contact Details of Data Controller**

The details of the company Data Controller are given below.

Adam Wright  
Team Leader Commercials and Internal Services  
[awright@lmt-tools.com](mailto:awright@lmt-tools.com)  
0121 717 5830

### **Introduction**

The below sets out the Company's statement on dealing with personal data.

Section 1 relates to those applying for jobs with the Company; Section 2 relates to those who work for the Company; Section 3 deals with personal data relating to customers, clients, those subject to our services and or suppliers; Section 4 relates to marketing.

Please refer to the relevant section.

### **Section 1 Privacy Notice Recruitment**

The below provides you with important information concerning the personal data the Company may collect, retain and process relating to job applicants. The personal data collected, retained and processed is limited to that which is relevant to the entering into an employment relationship. The Company seeks to be transparent in respect to personal data and is committed to meeting its data protection obligations. The below provides information to assist in this matter.

#### **1.1 Purposes of Processing and Legal Basis of Processing**

The Company needs to collect, retain and process or use personal data for the following reasons.

In order to enter into a contract of employment or any other work contract with you or to take steps at your request prior to entering into a contract;

To meet our legal responsibilities as an employer (for example to check you are entitled to work in the UK and or the meet our responsibilities under the Equality Act 2010)

To pursue the relevant and legitimate interests of the business (for example being able to process and retain information for managing the recruitment process and or for making appropriate decisions about suitability of candidates and or for making offers of employment).

Special categories of personal data may be processed in order to comply with the Equality Act 2010 and or other legislation.

The Company will not use your personal information for any other purpose than recruitment activity. However, if you are not successful the Company may retain your details for a 6-month period. In this period the Company may contact you if a suitable vacancy arises.

## **1.2 Who has Access to Personal Data**

Your personal data will only be disclosed where appropriate to authorised individuals within the Company involved in the recruitment process or third parties involved in the recruitment process and or who are providing relevant support or advice.

Those authorised individuals within the Company who may be included in the recruitment process include those with HR and or recruitment responsibilities, the management team in the area where the vacancy exists, those involved in the interview and assessment process and those with responsibility for IT, where they need access to your data for the performance of their role. However, in respect of those with access to your data, the access they have will be limited to what they need to have access to only. Also, your data may be disclosed to third parties providing computerised storage facilities including cloud technology.

If you are not successful your personal data will not be shared with third party providers, other than those who may be included in the recruitment process or who may give us advice on such matters. If, however, you are successful in your application your personal data may be provided to third party providers such as any third parties providing accountancy, I.T., payroll or HR/legal/Occupational Health/Benefit Provision support to the company and in such circumstances only data relevant to such support will be provided. Further the need for pre-employment checks and or the obtaining of references may result in us sharing information with other employers. Also, we may need to perform pre-employment screening or conduct Disclosure and Barring checks and again we may share your data with such external organisations as are used in such circumstances.

Where data is provided to third parties they are placed under an obligation of confidentiality and are given written instructions, and operate under an agreement, to only use the data for the purposes for which it is disclosed.

It may be that your personal data will be transferred outside the European Economic Area (EEA) for example through the use of cloud storage or technology. In such circumstances relevant safeguards, including obligations of confidentiality will apply as required. The safeguards will include where required an adequacy decision by the EU Commission. In the absence of any such adequacy decision relevant safeguards such as standard data protection clauses adopted by the Commission, or by the ICO and approved by the Commission, or contractual clauses as authorised by the ICO and or other safe guards as set down by article 46 of the GDPR will apply. A copy of safeguards or where they can be obtained from can be provided via the Data Controller.

## **1.3 Time Period for Retaining Data**

If you are unsuccessful in your application the Company will retain your personal data for a period of up to 6 months following the decision in relation to your application.

## **1.4 Your Rights**

As a data subject you have the following rights:

- You can request from the Company access to and copy of your data

- You can request the Company to correct or erase personal data
- You can request a restriction of processing of your personal data
- You can object to processing of your personal data
- You can request to exercise the right to data portability in certain circumstances.

If you wish to exercise any of the above rights you should contact the Data Controller identified above.

In addition, you have the right to lodge a complaint about data protection with the Information Commissioner's Office.

You are not under any contractual or statutory requirement to provide any personal data to the Company during the process of recruitment.

However, if you fail to provide relevant personal data this may prevent the Company from being able to fully or properly process your application or it may be the Company will not be able to process your application at all.

No automated decision making is used in respect to any personal data.

### **1.5 Categories of Personal Data**

The Company may or will collect, use and process a range of personal information relating to you during or as part of the recruitment process. The nature of the personal data may include information such as or relating to the following:

Your name, address, email address, contact details, phone number, personal details, right to work in the UK, criminal records, your qualifications, work history, future career plans, experience, skills, current level of pay and associated employment benefits, health records/history, whether you have a disability and or whether reasonable adjustments are needed, references, equal opportunity related information, information relating to your suitability for the role.

### **1.6 Source**

The information and or data collected and or processed relating to you is received from a number of sources. These include information provided by you (such as CVs, application forms, identity documents) or information gained at interviews, meetings or assessments with or of you.

In addition, data about you may be obtained from other sources for example; recruitment agencies, job boards, where references are provided from a previous employer or third party or from other employment checks such as criminal records checks or other pre-employment checks where appropriate or from professional networking sites such as LinkedIn.

The data held by the Company will be stored securely and will be held within the Company's computer or electronic or cloud or email systems, filing systems, HR system or the appropriate recruitment file(s).

## **Section 2 Privacy Notice Workers**

This notice provides you with important information concerning personal data the Company may collect, retain and process relating to those who work for the Company. The personal

data is limited to that which is relevant to the working relationship. The Company seeks to be transparent in respect to personal data and is committed to meeting its data protection obligations. This notice aims to assist in this matter.

This Privacy Notice should be read in conjunction with the Company Data Protection Policy.

## **2.1 Purpose of Processing**

The Company needs to collect, retain and process or use personal data: in order to enter into a contract of employment or any other work contract with you (for example, to ensure you are paid properly and receive your benefits); to manage and meet its obligations under or connected with the contract of employment or any work related contract (for example, to ensure that you receive the correct holiday); to manage the performance of the employment relationship, where applicable (for example assessments, appraisal information, absence records); to manage the workforce and work planning (for example, maintaining records of statutory leave); to meet our legal responsibilities (for example to ensure we deduct tax and NI and pay this to HMRC as required and or retain health and safety data); to maintain relevant employment/work records and to pursue the relevant and legitimate interests of the business (for example retaining training and development records, and/or records on disciplinary matters in order to ensure acceptable conduct in the workplace). Special categories of personal data may be processed in order to comply with the Equality Act 2010 and/or other appropriate legislation.

## **2.2 Legal Basis of Processing**

The processing of personal data is necessary:

- for the performance of the work contract to which you are party or in order to take steps at your request prior to entering into the contract;
- for compliance with a legal obligation to which the Company is subject. (It should be noted the Company is required to comply with a number of employment and health and safety laws.); and or
- for the purposes of the legitimate interests pursued by the Company, such as properly managing and performance of the working relationship, to maintain relevant employment records, to maintain security and safety, to monitor use of company equipment/resources, and to assist with planning and/or organisation of work.

## **2.3 Who has Access to Personal Data**

Your personal data will only be disclosed where appropriate to authorised individuals within the workplace or authorised third-party providers external to the Company.

Those who are authorised individuals within the Company include those with HR and or payroll responsibilities, your line manager, and certain other managers where appropriate, and those with responsibility for IT where they need access for the performance of their role. However, in respect of those with access to your data, the data to which they have access will be limited only to that which is necessary for the proper performance of their function.

Third party providers to whom data might be disclosed include any third parties providing accountancy, I.T., payroll, health and safety, HR, legal, occupational health or benefit

provision support to the Company and in such circumstances only data relevant to such support will be provided. In addition, data will be disclosed as required to HMRC or where it must be legally disclosed. Further, pre-employment checks and/or the giving of references may result in us sharing information with other employers. Also, we may need to perform pre-employment screening or conduct Disclosure and Barring checks and, in such circumstances, again we may share your data with such external organisations as are used in such circumstances. Also, your data may have disclosed to third parties providing computerised storage facilities including cloud technology.

Where data is provided to third parties they are placed under an obligation of confidentiality and are given written instructions, and operate under an agreement, to only use the data for the purposes for which it is disclosed.

It may be that your personal data will be transferred outside the European Economic Area (EEA) for example through the use of cloud storage or technology. In such circumstances relevant safeguards, including obligations of confidentiality will apply as required. The safeguards will include where required an adequacy decision by the EU Commission. In the absence of any such adequacy decision relevant safeguards such as standard data protection clauses adopted by the Commission, or by the ICO and approved by the Commission, or contractual clauses as authorised by the ICO and or other safe guards as set down by article 46 of the GDPR will apply. A copy of safeguards or where they can be obtained from can be provided via the Data Controller.

#### **2.4 Time Period for Retaining Data**

The Company will retain relevant personal data during the course of any employment/engagement and will retain such data for a period of 6.5 years from the end of the tax year following the end of any such employment/engagement, in part due to the need to keep records for certain legal reasons.

Following this the data will be destroyed. However basic information on your personal details, job title, reason for leaving may be retained beyond this period for the purposes of giving references if you give consent.

#### **2.5 Your Rights**

As a data subject you have the following rights:

- You can request from the Company access to and a copy of your data;
- You can request the Company to correct or erase personal data;
- You can request a restriction of processing of your personal data; and
- You can object to processing of your personal data;
- You can request to exercise the right to data portability in certain circumstances.

If you wish to exercise any of the above rights you should contact the Data Controller identified above.

In addition, you have the right to lodge a complaint about data protection with the Information Commissioner's Office.

The provision of certain personal data is a contractual requirement, or a requirement necessary to enter into a contract. Also, the provision of certain personal data is or may be a statutory requirement. The consequences of not providing the personal data is that the working relationship may not be able to function and certain legal responsibilities may be

impossible to meet. This may include for example not being able to pay you if you do not provide us with your bank details and/or NI number.

If you fail to provide relevant personal data this may hinder the Company's ability to manage the employment relationship and prevent certain rights and obligations that form part of that relationship from operating. This may affect your ability to enjoy certain rights under the contract or certain statutory rights. In certain circumstances it may be the case that the working relationship cannot function and so is brought to an end.

No automated decision making is used in respect of any personal data.

## **2.6 Categories of Personal Data**

The Company collects, uses and processes a range of personal information relating to you. The nature of the personal data may or will include information such as or relating to the following:

Your name, address, email address, contact details, phone number, personal details (such as date of birth, national insurance number, next of kin, emergency contacts, nationality and the right to work in UK), criminal records, bank account details, data relating to your contract (including terms and conditions), working hours, timekeeping records, attendance and sickness absence records, periods of statutory leave (such as maternity, adoption, parental, paternity, shared parental leave), statutory entitlements, pay details, pension details, benefits, training records, your qualifications, appraisal and/or assessment and/or performance review information or other performance management information, your skills and experience, work history (including work history with others as may be detailed on CVs or application forms), references, disciplinary matters and grievances in which you have been involved or subject to, records of concern (relating to your conduct, performance, attendance), disability, health and/or medical records, health and safety records, equal opportunity related information, relevant information relating to the use of company equipment/resources and/or the performance of the role, or the planning or organisation of work, photographs for personnel records and marketing purposes, monitoring records (e.g. records of computer use, including personal use, time recording records, CCTV images, vehicle tracking information and security pass records).

## **2.7 Source**

The data collected and processed relating to you is received from a number of sources. These include information provided by you (such as CVs, application forms, identity documents and other details you may have provided at the start of your employment/engagement when completing HR documentation, or you may have provided during the course of your employment/engagement, or information gained at interviews, meetings or assessments).

In addition, data about you may be obtained from other work place sources (such as managers, work colleagues, Company systems, workplace monitoring systems) during the course of your employment/engagement and/or may be obtained in some cases from third parties (for example where references are provided from a previous employer) or from other employment checks such as criminal records check where appropriate or from professional networking sites such as LinkedIn.

The data held by the Company will be stored securely and will be held within the Company's computer or electronic or cloud or email systems, filing systems, payroll system, HR system and or the appropriate personnel file(s).

## **Section 3 Privacy Notice Customers, Clients, and or Suppliers**

This notice provides you with important information concerning personal data the Company may collect, retain and process relating to customers, clients, and or suppliers. The personal data is limited to that which is relevant to the business relationship or the service we provide. The Company seeks to be transparent in respect to personal data and is committed to meeting its data protection obligations. This notice aims to assist in this matter.

### **3.1 Purpose of Processing**

The Company needs to collect, retain and process or use personal data: in order to enter into a commercial contract with you or your organisation; to manage and meet its obligations under or connected with any such contract; to meet any of our legal responsibilities in connection with the contract or to you or your organisation; to pursue the relevant and legitimate interests of the business.

### **3.2 Legal Basis of Processing**

The processing of personal data is:

- on the grounds of consent (where such consent has been given);
- for the performance of the commercial contract to which you or your organisation is party or in order to take steps at your request prior to entering into any such commercial contract;
- for compliance with a legal obligation to which the Company is subject; and or
- for the purposes of the legitimate interests pursued by the Company. The legitimate interests pursued include the provision of products and services to you, and keeping you informed of our products and services or changes relating to our products and or services.

### **3.3 Who has Access to Personal Data**

Your personal data will only be disclosed where appropriate to authorised individuals within the Company or authorised third-party providers external to the Company.

However, in respect of those with access to your data, the data to which they have access will be limited only to that which is necessary for the proper performance of their function.

Third party providers to whom data might be disclosed include any third parties providing accountancy, I.T., and or legal support to the Company, and in such circumstances only data relevant to such support will be provided. In addition, data will be disclosed as required to HMRC or where it must be legally disclosed. Also, your data may have disclosed to third parties providing computerised storage facilities including cloud technology.

Where data is provided to third parties they are placed under an obligation of confidentiality and are given written instructions, and operate under an agreement, to only use the data for the purposes for which it is disclosed.

It may be that your personal data will be transferred outside the European Economic Area (EEA) for example through the use of cloud storage or technology. In such circumstances relevant safeguards, including obligations of confidentiality will apply as required. The safeguards will include where required an adequacy decision by the EU Commission. In the absence of any such adequacy decision relevant safeguards such as standard data protection clauses adopted by the Commission, or by the ICO and approved by the Commission, or contractual clauses as authorised by the ICO and or other safe guards as set down by article 46 of the GDPR will apply. A copy of safeguards or where they can be obtained from can be provided via the Data Controller.

### **3.4 Time Period for Retaining Data**

The Company will retain relevant personal data during the course of any commercial contract or purchase and will retain such data for a period of 6.5 years from the end of the tax year following the end of any such commercial contract or purchase, in part due to the need to keep records for certain legal reasons.

### **3.5 Your Rights**

As a data subject you have the following rights:

- You can request from the Company access to and a copy of your data;
- You can request the Company to correct or erase personal data;
- You can request a restriction of processing of your personal data; and
- You can object to processing of your personal data;
- You can request to exercise the right to data portability in certain circumstances.

If you wish to exercise any of the above rights you should contact the Data Controller identified above.

In addition, you have the right to lodge a complaint about data protection with the Information Commissioner's Office.

The provision of certain personal data is or may be a contractual requirement, or a requirement necessary to enter into a contract. Also, the provision of certain personal data is or may be a statutory requirement. The consequences of not providing the personal data is that the commercial contract may not be able to function and certain legal responsibilities may be impossible to meet.

In certain circumstances it may be the case that the commercial contract cannot function and so is brought to an end.

No automated decision making is used in respect of any personal data.

### **3.6 Categories of Personal Data**

The nature of the personal data may or will include information such as or relating to the following:

Your name, email address, contact details, and phone number. In addition, if the contract or provision of services or goods is to you personally or a non-corporate body then personal details (such as address, bank details) and data relating to any contract between the Company and you (including terms and conditions).

### **3.7 Source**

The data collected and processed relating to you is received from your organisation and or you.

The data held by the Company will be stored securely and will be held within the Company's computer or electronic or cloud or email systems, filing systems, and or account system.

## **Section 4 Marketing**

This notice provides you with important information concerning personal data the Company may collect, retain and process relating to marketing information. The personal data is limited to that which is relevant to such purposes. The Company seeks to be transparent in respect to personal data and is committed to meeting its data protection obligations. This notice aims to assist in this matter.

### **4.1 Purpose of Processing**

The Company may process personal data for the purposes of marketing, to keep in touch with you and to keep you informed of its products and services and related information.

### **4.2 Legal Basis of Processing**

The processing of personal data is:

- on the grounds of consent (where such consent has been given); and or
- for the purposes of the legitimate interests pursued by the Company. The legitimate interests pursued include keeping customers and clients informed of our products and services or changes relating to our products and or services.

### **4.3 Who has Access to Personal Data**

Your personal data will only be disclosed where appropriate to authorised individuals within the workplace or authorised third-party providers external to the Company.

Third party providers to whom data might be disclosed include any third parties providing I.T., legal, marketing support to the Company and in such circumstances only data relevant to such support will be provided. Also, your data may be disclosed to third parties providing computerised storage facilities including cloud technology.

Where data is provided to third parties they are placed under an obligation of confidentiality and are given written instructions, and operate under an agreement, to only use the data for the purposes for which it is disclosed.

It may be that your personal data will be transferred outside the European Economic Area (EEA) for example through the use of cloud storage or technology. In such circumstances relevant safeguards, including obligations of confidentiality will apply as required. The safeguards will include where required an adequacy decision by the EU Commission. In the absence of any such adequacy decision relevant safeguards such as standard data protection clauses adopted by the Commission, or by the ICO and approved by the Commission, or contractual clauses as authorised by the ICO and or other safe guards as

set down by article 46 of the GDPR will apply. A copy of safeguards or where they can be obtained from can be provided via the Data Controller.

#### **4.4 Time Period for Retaining Data**

The Company will retain relevant personal data until such time as you request to be removed from any marketing list. You can request to unsubscribe at any time.

#### **4.5 Your Rights**

As a data subject you have the following rights:

- You can withdraw consent at any time
- You can request from the Company access to and a copy of your data;
- You can request the Company to correct or erase personal data;
- You can request a restriction of processing of your personal data; and
- You can object to processing of your personal data:
- You can request to exercise the right to data portability in certain circumstances.

If you wish to exercise any of the above rights you should contact the Data Controller identified above or in the case of withdrawing consent for marketing purposes you can click on any unsubscribe button on any marketing material sent.

In addition, you have the right to lodge a complaint about data protection with the Information Commissioner's Office.

There is no contractual requirement or statutory requirement that you provide to us your personal data for marketing purposes. The consequences of not providing such personal data is that we will not be able to keep you informed of, or changes relating to, our products and services. This may affect your ability to enjoy our products and services.

No automated decision making is used in respect of any personal data.

#### **4.6 Categories of Personal Data**

The nature of the personal data the Company may or will process include information such as or relating to the following:

Your name, email address, contact details, phone number, business address.

#### **4.7 Source**

The data collected and processed relating to you may or is received from a number of sources. These include information provided by you or your organisation.

The data held by the Company will be stored securely and will be held within the Company's computer or electronic or cloud or email systems, and or filing systems.

## **Section 5 Website**

We look forward to your visit to our website and your interest in our products and other offers. Protecting your personal information is important to us, and we want you to feel secure visiting our site. We protect your privacy and your personal information. We collect, process and use your personal data in accordance with the content of this privacy policy

and the applicable data protection laws, in particular the General Data Protection Regulation.

In this privacy policy, we would like to inform you in accordance with Art. 13 GDPR which personal data we collect, process and use about you. We therefore ask you to read the following instructions carefully.

### **5.1 Responsible body**

LMT UK Limited (" **We** ") is the operator of the website **lmt-uk.co.uk** (" **Website** ") and is the responsible body for the personal data of the visitors and users (" **You** ") of the site.

### **5.2. Personal data**

5.2.1: Personal data in the sense of this data protection declaration are all information that relates to an identified or identifiable natural person (hereinafter referred to as "data subject"); a natural person is regarded as identifiable, which can be identified directly or indirectly, in particular by association with an identifier such as a name, an identification number, location data, an online identifier or one or more special features, the expression of the physical, physiological, genetic, mental, economic, cultural or social identity of this natural person. In particular, this includes your name, your e-mail address as well as your telephone number and address if you have registered in our web-shop.

5.2.2: Personal information also includes information about your use of our website. In this context, we collect personal information from you, such as: information about your visits to our website, such as the amount of data transfer, the location from which you retrieve data from our website, and other connection data and files and other content you retrieve. This usually happens through the use of logfiles and cookies. Further information on logfiles and cookies can be found below.

### **5.3. Purpose and affected personal data**

The scope and nature of the collection, processing and use of your data differs depending on whether you visit our website solely for retrieving information or for services offered by us:

#### **5.3.1 Informational use**

5.3.1.1 For the informational use of our website, it is generally not necessary for you to provide personal data.

5.3.1.2 Rather, in this case, we only collect, process and use the data that your Internet browser automatically transmits to us, such as

- *the IP address of your computer*
- *Date and time of the page call*
- *Your browser type, browser version and browser settings*
- *the used operating system (Windows, iOS, Linux etc.)*
- *the amount of data transferred and the status of transfers*
- *from which website the access to our site took place*

5.3.1.3 We store the IP address provided by your web browser strictly earmarked for a period of seven days, in the interest of detecting, limiting and eliminating attacks on our website. After this period, we delete or anonymize the IP address.

#### **5.3.2 Use when using services**

5.3.2.1 If you order goods in our web-shop or use other services, it is additionally required that you provide personal data for this purpose. It concerns exclusively those data, which are necessary for the respective processing of the achievement, thus approximately your postal address with a dispatch of goods or your payment data for the completion of your order.

5.3.2.2 Further information you can voluntarily. What information is required and which information is voluntary, you can see that required information is marked with an asterisk (\*).

5.3.2.3 The collection, processing and use of your data is for the purpose of providing the service you requested, for example to process your order.

### **5.3.3. Data Receiver**

#### processors

We transfer your data within the scope of an order processing. We use the following service providers; Google Ireland Ltd.

In some cases, we transfer personal data to a third country outside the EU. In each case, we have taken care for an appropriate level of data protection:

- *In the case of Google Analytics (USA), an adequate level of data protection follows from the corresponding participation in the Privacy Shield Agreement (Article 45 (1) GDPR)*  
We will not sell or otherwise market your personal information to third parties.

#### Data transmission to third parties

For delivery, we will pass on your data to the shipping company responsible for the delivery, insofar as this is necessary for the fulfilment of the contract. In order to process payments, we pass on the necessary payment data to the credit institution commissioned with the payment and any payment service providers commissioned by us.

### **5.4. Cookies and web analytics tools**

#### 5.4.1 Use of cookies

5.4.1.1 We may also collect information about your use of our website through the use of so-called cookies. These are small text files that are stored on your disk and that store certain settings and data for sharing with our system through your browser. A cookie usually contains the name of the domain from which the cookie data was sent, as well as information about the age of the cookie and an alphanumeric identifier. Cookies allow our systems to recognize the user's device and make any pre-sets available immediately. As soon as a user accesses the platform, a cookie is transmitted to the hard disk of the user's computer. Cookies help us to improve our website and offer you a better and more personalized service. They enable us to recognize your computer when you return to our website and thereby

- *To save information about your favourite activities on the website and thus to tailor our website to your individual interests. For example, this may include advertising that suits your personal interests; and*
- *speed up the processing of your requests.*

We use session cookies and permanent cookies on our website. Processing is based on Art. 6 para. 1 lit. f DSGVO and in the interest to optimize the user guidance and to adapt the presentation of our website.

5.4.1.2: The cookies we use will only store the information about your use of the website as explained above. This is not done by an assignment to you personally, but by assigning an identification number to the cookie ("Cookie ID"). A combination of the cookie ID with

your name, your IP address or similar data that would allow a mapping of the cookie to you does not occur. For information on how to prevent the use of cookies, please refer to section 4.1.4 of this privacy policy.

5.4.1.3 In addition, we use cookies in connection with the ordering process within our web shop. These cookies are used to record the login status and the user data (e.g. personal welcome after login). The retention period of this cookie depends on the settings you have selected in your browser.

5.4.1.4 If you do not want to use cookies, you can set your browser so that storage of cookies will not be accepted. Please note that in this case you may be able to use our website (especially the web shop) only to a limited extent or not at all. If you only want to accept our own cookies, but not the cookies of our service providers and partners, you can choose the setting in your browser "block third-party cookies".

## 5.4.2 Online Marketing

5.4.2.1 We work with business partners who help us make the website and website more interesting to you. Therefore, when you visit the website, cookies from these affiliates will also be stored on your hard drive. These are cookies that automatically deleted after a specified time. The cookies of our partner companies also only collect information under a cookie ID, which enables our advertising partners to address you with advertisements that might actually interest you.

5.4.2.3 For information on how to prevent the use of such cookies, please refer to section 5.4.1.4 of this Privacy Policy.

## 5.4.3. Use of Google Analytics

This website uses Google Analytics, a web analytics service provided by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA ("Google Analytics uses so-called "cookies", text files that are stored on your computer and that allow an analysis of the use of the website by you. The information generated by the cookie about your use of this website is usually sent to a server of Google. Since we have activated IP anonymisation on our website, your IP address will be shortened by Google within member states of the European Union or in other member states of the European Economic Area, but only in exceptional cases full IP address to a server of Google in the USA (an appropriate level of data protection is under Article 45 paragraph 1 DSGVO through Google's participation in the Privacy Shield before) transferred and shortened there.

We also have a contract processing agreement with Google Ireland Ltd under Art. 28 GDPR. Accordingly, Google can only use all information strictly in order to evaluate the use of our website for us and to compile reports on website activity.

Data processing takes place on the basis of Art. 6 para. 1 lit. f DSGVO and § 15 Abs. 3 TMG and in the interest to find out how often our websites were accessed by different users.

Right to:

You can object to the processing at any time. Please use one of the following options: You can prevent the storage of cookies by setting your browser software accordingly; however, we point out that in this case you may not be able to use all the functions of our website in full.

You can also prevent the collection of the data generated by the cookie and related to your use of the website (including your IP address) to Google and the processing of this data by Google by using the link below ( <https://tools.google.com/dlpage/gaoptout?hl=en> ) to download and install the available browser plugin. You can additionally prevent collection by Google Analytics by clicking on the following link. An opt-out cookie is set that will permanently prevent the future collection of your data when you visit this website: [Click here to opt-out of the processing of your data by Google Analytics.](#)

For more information, please visit : [www.google.com/analytics/terms/en.html](http://www.google.com/analytics/terms/en.html) or [www.google.com/intl/en/analytics/privacyoverview.html](http://www.google.com/intl/en/analytics/privacyoverview.html)

### **5.5. No transfer of your personal data**

Subject to Numbers 5.4.2 and 5.4.3 of this Privacy Policy, we will not disclose your personal information to third parties unless it is necessary to complete the order; Unless you have consented to the data transfer or we are entitled or obliged by law and / or official or judicial orders to a data transfer. This may, in particular, be the provision of information for law enforcement purposes, security or enforcement of intellectual property rights.

### **5.6. Forwarding to other websites and social networks**

On our web pages you will also find links to web offers of other providers. You can recognize this by a logo or by a new browser window opening.

On the basis of Art. 6 para. 1 sentence 1 lit. f DSGVO and the interest in informing about new products and company news officially on the following social networks:

#### Twitter

We operate our official Twitter page

#### YouTube

We operate our official YouTube channel

#### MailChimp

We use mailchimp

We ourselves do not collect, store or process personal user data on these pages at any time. Furthermore, no other data processing will be undertaken or initiated by us. The data entered by you on these pages, such as comments, videos or pictures, are never used or processed by us for any other purpose. We reserve the right to delete content, if necessary. It is not excluded that the social networks use so-called web tracking methods on the pages. You may be tracking whether you are signed in or registered with the social network. Unfortunately, we cannot influence the web tracking methods of social networks. Please be aware: It cannot be ruled out that social networks use your profile data, for example, to evaluate your habits, personal relationships, preferences, etc. We have no influence on the processing of your data through the social networks. If you visit our pages on the social networks, please also note our privacy policy and the declarations of the providers.

### **5.7. Data security**

All information you submit to us will be stored on servers within the European Union. Unfortunately, the transmission of information over the Internet is not completely secure, which is why we cannot guarantee the security of data transmitted via the Internet to our website. However, we secure our website and other systems through technical and organizational measures against loss, destruction, access, modification or dissemination of your data by unauthorized persons. In particular, your personal data will be encrypted with us. We use the coding system SSL (Secure Socket Layer). In order to protect your data against unwanted access as comprehensively as possible, we take technical and organizational measures. We use an encryption method on our website. Your information will be transferred from your computer to our server and vice versa via the Internet via TLS encryption. You will recognize this by the fact that the lock symbol is closed in the status bar of your browser and the address bar starts with https: //.

### **5.8. Your rights as a user**

When processing your personal data, the DSGVO grants you certain rights as a website user:

#### 5.8.1

Right to information (Art. 15 GDPR): You have the right to ask for confirmation of the processing of your personal data; If this is the case, you have a right to information about these personal data and to the information listed in Article 15 GDPR.

5.8.2 Right to correction and deletion (Articles 16 and 17 GDPR): You have the right to demand immediate correction of incorrect personal data concerning you and, if necessary, the completion of incomplete personal data.

You also have the right to demand that personal data relating to you be deleted without delay, provided that one of the reasons listed in detail in Art. 17 DSGVO applies, e.g. For example, when the data is no longer needed for the purposes pursued.

5.8.3 Right to limitation of processing (Art. 18 GDPR): You have the right to demand the restriction of processing if one of the conditions listed in Art. 18 GDPR is fulfilled, e.g. For example, if you have filed a protest against processing in accordance with Art. 21 GDPR, for the duration of any examination of whether our legitimate interests outweigh yours.

5.8.4 Right to Data Transferability (Article 20 GDPR): In certain cases, which are listed in detail in Art. 20 GDPR, you have the right to receive the personal data concerning you in a structured, common and machine-readable format or the transmission to request that data to a third party.

5.8.5 Right of objection (Art. 21 GDPR): Are data based on Art. 6 (1) sentence 1 lit. (data processing for the protection of legitimate interests), you have the right to object to the processing at any time for reasons that arise from your particular situation. We then no longer process the personal data unless there are evidently compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the purpose of asserting, exercising or defending legal claims.

5.8.6 Right to complain to a supervisory authority  
You have acc. Art. 77 DSGVO the right to complain to a supervisory authority if you believe that the processing of your data violates data protection regulations. In particular, the right of appeal may be invoked by a supervisory authority in the Member State of your place of residence, your place of work or the place of the alleged infringement. In Lower Saxony, the responsible supervisory authority is the Land Commissioner for Data Protection Niedersachsen, Prinzenstraße 5, 30159 Hannover

### **5.9. Contact details of the data protection officer**

Our company data protection officer is at your disposal for information or suggestions concerning data protection: [awright@lmt-tools.com](mailto:awright@lmt-tools.com)

### **5.10. Contact form**

You have the opportunity to contact us via a web form. To use our contact form, we need your name and your e-mail address. You may or may not provide further information. Information that you provide to us when making contact is used on the basis of Art. 6 para. 1 lit. b DSGVO or Art. 6 para. 1 lit. f DSGVO in the interest of being able to answer your request as uncomplicatedly as possible, quickly and in a manner that suits the customer or the user. A passing on to third does not take place.

#### Use of Google reCaptcha in the contact form

We use Google's reCaptcha service to determine if a human or computer makes a specific entry in our contact form. Google uses the following data to check whether you are a human or a computer: the IP address of the device used, the website you visit with us and the captcha included, the date and duration of the visit, the identification data of the device used Browser and operating system type, Google account, when you're logged in to Google, mouse movements on the reCaptcha surfaces, and tasks that require you to identify images. The legal basis for the described data processing is Art. 6 para. 1 lit. f DSGVO and the interest to ensure the security of our website.

### **5.11. Registration**

To enable you to order through our online store, we offer you the opportunity to register with us. Data that you submit to us during registration are the customer number, company, department, e-mail address, telephone, fax, salutation, name and address. VAT-ID We use this data on the basis of Art. 6 para. 1 lit. b DSGVO to carry out a check of existing customer accounts before creating customer accounts and thus to exclude a redundant customer system in our ERP system. After successful registration, you can view your order history in your user account. You can change or delete your user account at any time. The data is then completely deleted from our system.

### **5.12. Online shop**

We use the data provided by you (customer number, company, department, e-mail address, telephone number, salutation, name and address, VAT ID) to fulfil and process your order. This also includes the accompanying customer care. However, the phone number, customer number, department, VAT number is optional. There are no negative consequences associated with not providing this data. However, non-provisioning in individual cases may complicate or delay subsequent communication. For fulfilment of the contract, we will pass on your data to the shipping company commissioned with the delivery, insofar as this is necessary for the delivery of ordered goods. Depending on which payment service provider you choose in the order process, in order to process payments, we pass on the payment data collected to the credit institution commissioned with the payment and any payment service providers commissioned by us or to the selected payment service. In part, the selected payment service providers also collect this data themselves, provided that you create an account there. In this case, you must log in to the payment service provider with your access data during the ordering process. In this respect, the privacy policy of the respective payment service provider applies. The data required for the fulfilment of the contract will be deleted [no later than six months] after termination of the contract and will only be held available for any further inquiries. The data will not be deleted if claims are still open after contract termination and should be collected.