

# IFG Drake Limited

## Data Protection Privacy Notice (general)

At IFG Drake Limited, we are committed to protecting and respecting your privacy. This notice explains what personal data (information) we may hold about you, how we collect it, and how we use and may share information about you. We are required to notify you of this information under data protection legislation.

IFG Drake Limited is part of the Duroc AB group of companies. This Notice should therefore be read in conjunction with the Duroc AB Privacy Policy which can be found at [www.duroc.com](http://www.duroc.com) or alternatively please ask us for a copy.

### Who collects the information

IFG Drake Limited ('**Company**') is a 'data controller' and may gather and uses certain information about you. This information is also used in limited circumstances by our holding company, International Fibres Group (Holdings) Limited (our '**group companies**') and so, in this notice, references to 'we' or 'us' mean the Company and our group companies.

### Who we are

We may collect, use and are responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

### Information collected by us

In the course of our dealing with our customers we may collect personal information when you provide it to us which may include the names of persons placing orders, the names of people when they complete our contact form, authorised signatories, Directors information, Shareholders information. We only collect the necessary personal information to be able to operate your Company's trading account with us or to deal with a query.

### How we use your personal information

We use your personal information in order to operate and administer your Company's trading account with us.

### Who we share your personal information with

We do not routinely share this personal information.

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party unless you specifically requested us to do so.

### How long your personal information will be kept

We will hold your personal data for no longer than reasonably necessary which shall be no longer than any period required by law.

### Transfer of your information out of the EEA

We do not currently intend to transfer your personal information outside the European Economic Area unless you specifically request us to do so.

### Links to other website

Our website may contain links to other websites run by other organisations. This privacy policy only applies to our website, [www.ifgdrake.co.uk](http://www.ifgdrake.co.uk). We would encourage you to read the privacy policies on

other websites you visit. We cannot be responsible for the privacy policies and practices of other sites, even if you access them using the links from our website.

## Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your use personal information;
- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address;
- require us to correct any mistakes in your information which we hold;
- require the erasure of personal information concerning you in certain situations;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- object at any time to processing of personal information concerning you for direct marketing;
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- object in certain other situations to our continued processing of your personal information;
- otherwise restrict our processing of your personal information in certain circumstances.

For further information on each of those rights, including the circumstances in which they apply, 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, call or write to us;
- let us have enough information to identify you;
- 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 the information to which your request relates

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## How to complain

We hope that we can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at [ico.org.uk/concerns/](https://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

## How to contact us

Please contact us if you have any questions about this privacy notice or the information we hold about you.

If you wish to contact us, please send an email to [info@ifgdrake.co.uk](mailto:info@ifgdrake.co.uk), write to The Company Secretary, IFG Drake Limited, Old Mills, Drighlington, Bradford. BD11 1BY or telephone 0113 285 9020.