

# Privacy Statement – Taylor Forgings Limited

**Last updated: 1<sup>st</sup> December 2025**

Taylor Forgings Limited (“**we**”, “**us**”, “**our**”) is committed to protecting and respecting your privacy. This Privacy Statement explains how we collect, store, use, and safeguard your personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

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## 1. Who We Are

### Taylor Forgings Limited

Registered in: United Kingdom

Registered office: Queen Street, Sheffield. S1 1WR

Email: [compliance@taylorforgings.com](mailto:compliance@taylorforgings.com)

Telephone: 0114 2759155

For the purposes of data protection legislation, we are the **Data Controller** of the personal data we process.

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## 2. Personal Data We Collect

We may collect and process the following categories of personal data:

### 2.1 Information you provide directly

- Name, job title, and contact details
- Billing and delivery addresses
- Payment information (processed securely through third-party providers)
- Enquiries and correspondence
- CVs and employment information (for job applicants)

### 2.2 Information collected automatically

- IP address and device information
- Website usage data (cookies, analytics – see our Cookie Policy)

## 2.3 Information from third parties

- Credit reference agencies
- Business partners
- Publicly available sources (e.g., Companies House)

## 3. How We Use Personal Data

We process your data for the following purposes:

- Managing customer accounts and fulfilling orders
- Communicating with you about enquiries, products, and services
- Processing payments and preventing fraud
- Maintaining our website and improving user experience
- Meeting legal, regulatory, and tax obligations
- Considering job applications and managing recruitment
- Maintaining business records and operational processes

## 4. Legal Bases for Processing

Under UK GDPR, we rely on one or more of the following lawful bases:

- **Contract** – to perform a contract with you or take steps before entering one
- **Legitimate Interests** – for the efficient operation of our business (balanced against your rights)
- **Legal Obligation** – to comply with UK law
- **Consent** – when you explicitly agree (e.g., for certain marketing communications)

## 5. Sharing Your Personal Data

We may share limited personal information with:

- Service providers (IT services, hosting, analytics, payment processors)
- Delivery and logistics companies
- Professional advisers (legal, financial, insurance)
- Government authorities when legally required
- Credit reference agencies (where applicable)

We do **not** sell your personal information to third parties.

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## 6. International Transfers

If your data is transferred outside the UK, we ensure appropriate safeguards are in place, such as:

- UK-approved International Data Transfer Agreements (IDTAs)
  - Adequacy decisions
  - Standard contractual clauses
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## 7. Data Retention

We only keep personal data for as long as necessary to fulfil the purposes described above, including:

- Order and financial records: typically **6 years** (legal requirement)
  - Employment and recruitment records: retained in accordance with HR policies
  - Marketing data: until you opt out or withdraw consent
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## 8. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Correct inaccurate information
- Request deletion (“right to be forgotten”)
- Restrict or object to processing
- Data portability
- Withdraw consent at any time
- Lodge a complaint with the **Information Commissioner’s Office (ICO)**:

[www.ico.org.uk](http://www.ico.org.uk)

Telephone: 0303 123 1113

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## 9. Security

We use appropriate technical and organisational measures to protect personal data from loss, misuse, or unauthorised access.

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## 10. Cookies

We use cookies and similar technologies to improve website performance and user experience.

For more details, please see our **Cookie Policy**.

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## 11. Updates to This Privacy Statement

We may update this Privacy Statement occasionally. Any changes will be posted on our website with a revised “Last updated” date.

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## 12. Contact Us

If you have questions or would like to exercise your data protection rights, contact:

### Data Protection Officer / Privacy Contact

Taylor Forgings Limited

Email: [compliance@taylorforgings.com](mailto:compliance@taylorforgings.com)