



CTT PRIVACY POLICY
Issued on 30 June 2021

PLEASE READ THIS PRIVACY POLICY CAREFULLY. IF YOU DO NOT AGREE TO THIS PRIVACY POLICY, YOU SHOULD NOT ACCESS CTT'S WEBSITE OR SUBMIT ANY PERSONAL DATA TO CTT BY ANY OTHER MEANS.

This Privacy Policy (together with [CTT's Website Terms of Use](#), [Cookies Policy](#) and any other documents referred to in them) set out the basis on which we use any personal data that we collect about you or that you or others provide to us, and how we are committed to making sure your data is kept secure and only used to help us provide you with good service. This Policy also informs you of your rights regarding your personal information and how the law protects you.

For information regarding the basis on which we use any personal data that we collect about job applicants or that you or others provide to us in respect of a job application, please refer to [CTT's Privacy Notice for Candidates](#).

This Privacy Policy only applies to CTT's website. CTT's website contains links to other third-party websites. We are not responsible for the content, accuracy, privacy practices and performance of any such third-party websites, therefore, when linking to other websites, you should make sure you read those third parties' own privacy policies.

What Personal Information Will We Collect and How We Will We Use It?

1. We collect personal data so that we can operate effectively and provide you with the best possible service. We aim to collect only business specific information relevant to CTT, or information that you have consented to e.g., personal contact details such as name, job title, address, business details, telephone, and email address. The personal data that we collect depends on the context of your interactions with us and with our website. It also depends on the choices that you make, for example the website functions that you use and your privacy settings. You may choose not to provide certain personal data but, if you do, and that personal data is necessary to provide a particular feature or service, you may not be able to use that feature.
2. We will only use your personal data where we have a valid lawful basis to do so.
3. Please note that any unsolicited personal data which you disclose to CTT by way of either email or other form of electronic document will be automatically stored on CTT's IT system and will form part of CTT's automated archives. It is your responsibility to ensure that you only share with us those items of personal data which you intend to share with us.
4. We also use Google Analytics to collect non-personal user website data. We require this information to understand your needs and provide you with a better service and, in particular, we may use this information to improve the design of our website and the quality of our website content.



How is Your Personal Information Collected?

We collect personal information through face-to-face meetings, industry events, through direct and distributor-led product enquiries and relationships, online sign-up forms on our website, emails, and marketing communications.

How Will We Use Information About You?

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract, we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- To help us conduct our business and our marketing communications.
- To enable us to process orders for you, manage your account (e.g., to contact you with questions, updates or support about your orders or your potential future orders), arrange business meetings, and if you consent, to send email communications to you about our products and company news.

Data Retention: How Long Will You Use My Information For?

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, accounting, or reporting requirements.

Changes to Your Personal Information

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Rights of Access, Correction, Erasure, and Restriction

It is your duty to inform us of changes. It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your Rights in Connection with Personal Information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. We will need to verify your identity before we release any Personal Data to you.



- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct, or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us at info@camtouch3d.com.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What We May Need from You

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact info@camtouch3d.com. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Right to Complain to a Supervisory Authority

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Further information

This Privacy Policy may be updated from time to time. The most recent version is available on CTT's website and is effective immediately upon being published on CTT's website. The date on which the current version



was published is included at the top of the document. Please check on a regular basis whether a new version has been published as any changes will apply to your personal data with effect from the date of publication.

Questions About this Privacy Policy

If you have any queries or need further information in respect of this Privacy Policy or any data protection matters, please in the first instance contact our compliance team by emailing CTT at info@camtouch3d.com.

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