

HORIBA UK Limited (“HORIBA” or “we”) hereby establish the following rules with regard to the processing of personal data in the possession of HORIBA, based upon our internal rules and applicable laws for respecting the privacy of Data subject (the person to whom personal data relates).

This Data Privacy Notice will help you understand how we process the personal data and how we meet our obligations.

This Data Privacy Notice will be applicable throughout HORIBA UK Ltd.

## **1. Personal Data Protection Principles**

We will comply with following principles for processing personal data.

### 1. Lawfulness, fairness and transparency

Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the Data subject.

### 2. Purpose limitation

Except for the requirement of applicable laws, personal data can be processed only for the purpose that was defined before such personal data was collected. Subsequent changes to the purpose are only possible to a limited extent and require substantiation.

### 3. Data minimization

Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

### 4. Accuracy

Personal data shall be accurate and, where necessary, kept up to date; every reasonable step shall be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

### 5. Storage limitation

Personal data shall be kept in a form which permits identification of Data subjects for no longer than is necessary for the purposes for which the personal data are processed;

### 6. Integrity and confidentiality

Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures.

## **2. Lawful Basis for Processing**

We obtain, hold, use and disclose the personal data for our legitimate business purposes, for the

fulfillment of legal obligations and as part of contractual arrangements. For example, the purposes of processing will include:

- Marketing, market research, and PR activities relating to the promotions of goods and services
- Manufacture, logistics and distribution management, including quality management; the operational management for doing business globally; distributors' details; and administrative strategic, business, and technical advice
- Sales management, including customers, market analysis, pricing, and sales service training
- Accounting, including financial and purchasing management, and legal services
- R&D, quality improvement and product development, including R&D activities with customers, suppliers, agency contractors, and sub-contractors; and technical documentation
- After-sale customers service, recalls, claims and warranty, including performance surveillance, the management of complaints, after-sale service request, and repairs
- Business, department, and project management, including communications, planning of meetings, conferences, project management activities, and business proposals
- Partner, contractor, and vendor employee data, including communications, project management, supplier relationships, audits, etc.
- IT and general administration, including employees' user accounts, building entrance, guests, visitors, video cameras, server accesses, etc.
- Human resources management, including recruiting activities

Our basis for processing personal data is in all cases strictly in accordance with one or more of the following:

- The explicit consent of the individual
- The performance of a contract
- A legal obligation upon us e.g. tax affairs
- In the vital interests of an individual
- In the public interest or exercise of official authority
- For our legitimate business interests

We respect and will comply with all individuals' rights under existing data protection legislation.

Where personal data is held purely by virtue of the consent of the individual, that consent will be explicitly given, recorded, verifiable and may be withdrawn at any time without penalty.

### **3. Your Data Protection Rights**

You have certain rights regarding how your data is held, used, processed or shared by us.

You have the right to:

- Be informed about what data we hold about you, how we use it and who we share it with.
- Access any personal data that we hold about you.
- Obtain rectification where data that we hold about you is not up to date or accurate.
- Obtain that we erase any data that we hold about you where we have no lawful basis for holding, using or processing that data.
- Obtain that we restrict the processing of your personal data if you feel that the manner in which we process it goes beyond our lawful basis for doing so.
- Request that we give to you any personal data that we hold about you in a readable computer format that you can use for your own purposes. This only applies where we hold your data with your consent or as part of a contract with you.
- Object to the manner in which your personal data is used, stored, processed or shared by us. Objections are considered on their merits bearing in mind your rights and ours.
- Lodge a complaint with the Information Commissioner's Office about the way that your data is processed.
- Be made aware of any automated decision making or profiling of any personal data relating to you.

#### **4. Types of Personal Data Processed**

In the legitimate course of our business, we may obtain, hold, use and disclose personal information relating to or consisting of any of the following:

- Personal details such as name, sex, age, address, email address and phone number
- Job Title and position including own Company or own Department
- Company details such as name, address and phone number
- Career background
- Employment details
- Data derived from IT systems such as IP addresses or location information
- Information that may be required for the performance of a contract

## **5. The source and origins of personal data that we hold, use or disclose**

We may obtain personal information from a wide variety of sources, including the following:

- Individuals themselves
- Business partners (“Business partners”) such as customers, agents, suppliers and service providers who share a legitimate business contract with us
- Prospective business partners
- Current, past or prospective employers of the individual
- External advisors such as auditors, accountants, lawyers and consultants
- Law enforcement agencies and regulatory or licensing authorities
- Legal representatives
- Government, government agencies and departments
- Emergency services
- Education, training establishments and examining bodies
- Employees of HORIBA
- Survey and research organisations
- Data processors working on behalf of HORIBA
- Our parent organisation and its subsidiaries
- CCTV systems

## **6. Whose Personal Data do we Process?**

We may obtain, use and disclose personal information relating to a wide variety of individuals including the following:

- Staffs including volunteers, contractors, agency staff including temporary and casual workers
- Business partners
- Complainants, correspondents and enquirers
- Relatives and associates of the individual concerned
- Advisers, consultants and other professional experts
- Former and potential members of staff

We will only obtain, hold, use or disclose appropriate personal data necessary to fulfill a particular purpose. Personal data could be held in computer format or in a paper record. It can also include other types of electronically held information such as CCTV images or audio recordings.

## **7. Retention of Personal Data**

We keep personal data for as long as, but no longer than is necessary for the particular purposes for which it is held or for any period that might be required by law. Where there is no further requirement to use, hold or store personal data and the law does not require us to do so, we shall remove it from our records and systems. Our retention of personal data is strictly on the basis of the clear and justifiable existence of a lawful basis for processing.

It is not possible in this notice to explicitly state how long personal data should be retained for. This will vary considerably depending on the type of data. Some data should be erased as soon as its usefulness

has expired, some must by law be kept for specified periods, and some should be kept indefinitely. The 5th of Personal Data Protection Principle will apply in all cases.

## **8. Who We Share Information With**

We may disclose personal data to a wide variety of recipients in any part of the world, including those from who personal data is obtained. Disclosure of personal data will be made strictly on the grounds of the following and with suitable controls in place:

- The explicit consent of the individual
- The performance of a contract
- A legal obligation upon us
- In the vital interests of an individual
- The public interest or exercise of official authority
- Our legitimate business interests

Where processing is to be carried out on behalf of HORIBA by a third party organization (known as the Data Processor), we shall use only processors providing sufficient guarantees to implement appropriate technical and organizational measures in such a manner that processing will meet the requirements of the applicable personal data protection regulation such as General Data Protection Regulation and ensure the protection of the rights of the Data subject. The processor shall not engage another processor without the prior specific written authorization of HORIBA. We may share personal information with any of the following:

- Business partners
- Prospective business partners
- Current, past or prospective employers of the individual
- External advisors such as auditors, accountants, lawyers and consultants
- Law enforcement agencies and regulatory or licensing authorities
- Legal representatives
- Government, government agencies and departments
- Emergency services
- Education, training establishments and examining bodies
- Data processors working on behalf of HORIBA
- Our parent organisation and its subsidiaries
- Survey and research organisations

## **9. Overseas Transfers of Personal Data**

As part of an organization with a global reach, we will share certain personal data within the HORIBA Group overseas. Some parts of the organization that we disclose personal data to are located at some countries which are not adequate level of data protection as in the United Kingdom. All transfers of data overseas within HORIBA Group will be subject to a FRAMEWORK AGREEMENT IN RELATION TO DATA TRANSFER WITHIN HORIBA GROUP which includes standard contractual clauses.

We may also periodically share personal data with international organizations on an ad hoc basis as part of a legitimate business reason or as part of a contractual arrangement. Such a transfer of data will be

governed by an appropriate legal basis such as standard contractual clauses published by the Information Commissioner's Office.

#### **10. Automated Decision Making and Profiling**

Automated decision making and profiling occurs where a computer system generates an output relating to an individual without any human intervention, upon which a decision is made. We may in limited circumstances use such systems.

You have the right to challenge any decision that arises from automated decision making. In the circumstances above however, these are not the sole factors for decision making and only contribute to a wider pool of information before a decision is made.

#### **11. Data Security**

We use appropriate standard organizational and technical measures and safeguards to protect the confidentiality and security of your personal data, especially from unauthorized access and unlawful Processing or disclosure, as well as accidental loss, modification or destruction. Our measurement and safeguards will be reviewed and updated when necessary.

#### **12. Changes to our data privacy notice**

We may update or modify this Privacy Notice, at any time and without prior notice, by posting the revised version of this Notice on our Internet Sites. If we modify this Privacy Notice or any other privacy statements, the modifications will only apply to the personal data collected after the revised Privacy Notice or privacy statement on the applicable our Internet sites is posted.

#### **13. Inquiry**

If you have questions or concerns regarding your privacy, please contact our Data Protection Team using the details below.

By email: - [data-protection.huk@horiba.com](mailto:data-protection.huk@horiba.com); or

By telephone:- +44 (0) 1604 542500; or

By post to:-

The Data Protection Team,  
HORIBA UK Limited,  
Kyoto Close,  
Moulton Park Industrial Estate,  
Northampton,  
NN3 6FL,  
UK.

If you are unhappy with the support that you have been provided then you can lodge a complaint with the Information Commissioner's Office online at <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/> or by telephone on +44 (0) 303 123 1113.