



# VULCAN SEALS



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## Data Protection Commitment

The Vulcan Group (here after referred to as Vulcan Seals) is committed to being transparent about how it collects and uses the personal data of its workforce, and to meeting its data protection obligations under UK Data protection Legislation.

Our Data Protection Policy sets out the organisation's commitment to data protection, and individual rights and obligations in relation to personal data.

The policy applies to the personal data of job applicants, employees, workers, contractors, volunteers, interns, apprentices and former employees, personal data of customers or other personal data processed for business purposes.

Vulcan Seals assure you that any information we hold about you will be processed fairly and lawfully.

We will be open with you about your personal information.

We will tell you what we intend to do with the information.

We will only collect information that is necessary for what we do.

We will only use your information for legitimate purposes about which you have been informed unless we are required to do otherwise for legal reasons.

We will ensure that information about you is accurate and up to date when we collect or use it. You must help us to achieve this by keeping us informed of any changes to the information we hold about you.

We will protect your information against unauthorised use, inadvertent disclosure, damage, loss and theft.

We will hold information about you only for as long as is necessary and in line with our Data Retention Policy.

We will ensure that the information is disposed of in a secure manner when it is no longer needed.

Vulcan Seals has appointed the Compliance Committee to hold responsibility for data protection compliance within the organisation. They can be contacted at [louise.ebdon@vulcanseals.com](mailto:louise.ebdon@vulcanseals.com)

Questions about this policy, or requests for further information, should be directed to this email address.

**M. J. Carter**

**Managing Director**

Embrace Excellence - Vulcan Principles, Service, Quality and Value

Mechanical Seals | FEP/PFA Encapsulated 'O'-Rings | Gland Packing | Expanded PTFE Gasketing  
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