



David Newman Camshafts & Co  
2 Farnborough Way  
Farnborough  
Kent BR6 7DH

Tel: 01689 857 109

Fax: 01686 855 498

[info@newman-cams.com](mailto:info@newman-cams.com)

[www.newman-cams.com](http://www.newman-cams.com)

## Privacy Policy

### David Newman Camshafts & Co

David Newman (Camshafts) & Co T/AS Newman Cams company manufactures and grinds performance camshafts, rocker arms and cam followers to commercial and business customers from all over the world.

This Policy Notice sets out the basis on which David Newman (Camshafts) & Co T/AS Newman Cams will process personal information provided to us, this information is also referred to as 'personal data'.

Your privacy is important to us at Newman Cams. We will only use your personal information to administer your account and provide the products and services you have requested from us. We do not send adverts or offers, either via email or mail. We respect your privacy and only deal with your request when it comes through to us. The protection, confidentiality and integrity of your personal data are our prime concerns. This Policy Notice explains what personal information we collect from you when you interact with our products and services, and how we use this information.

We take our obligations in respect of the privacy of personal data very seriously and we will only process personal information as detailed in this notice unless we inform you otherwise. In order to ensure that the personal data we hold is accurate and up to date, we request that you inform us of any relevant changes to the personal information we hold about you.

For the purposes of this Privacy Notice, our commercial activities and services for individuals and businesses are referred to as 'Services', and our actual customers are referred to as 'Clients'. Suppliers are referred as 'Suppliers' and potential staff member as 'Candidates'.

The person responsible for data protection matters within our company is Ken Newman, Partner/Owner and can be contacted here – Tel: 01689 857 109 or E-mail: [ken@newman-cams.com](mailto:ken@newman-cams.com)

If you do not wish us to process personal data in accordance with this policy, then please do not provide it to us, please refer to '**Your Rights**', in respect of data that we already hold, or which we receive from third parties.



David Newman Camshafts & Co  
2 Farnborough Way  
Farnborough  
Kent BR6 7DH

Tel: 01689 857 109  
Fax: 01686 855 498

[info@newman-cams.com](mailto:info@newman-cams.com)  
[www.newman-cams.com](http://www.newman-cams.com)

**1. Individuals wishing to use or using our Services ('a Client') and suppliers we are using ('a Supplier'):**

**The personal data we collect or receive includes the following as applicable:**

- Company name
- Name and surname of the main contact / sales representative / accounts payable
- Your title (e.g.: Mr / Mrs)
- Address
- Email address and other contact details
- Website
- Telephone number (landline or mobile)
- Fax number

We may obtain your personal data from the following sources (please note that this list is not exhaustive): public domain (your website) or social media, other Clients or Suppliers.

**How will we use your personal data:**

When you place the order, we store your details on our systems (both, stores and accounts), to track your previous orders and be able to quickly and efficiently retain a record of our dealings – collecting and storing your personal data, whether in manual or electronic files, using the data to communicate with you.

We will only share your data with third parties to help us provide a better service for you. For example, giving your address to a courier company so they can deliver your order, or provide a service guarantee (sending information to third parties with whom we have or intend to enter into arrangements which are related to). If you are one of our dealers, your details are displayed on our website, with your permission.

Also providing information to regulatory authorities or statutory bodies, and our legal or other professional advisers including: HRMC, insurers, accountant etc.

Your data is also used for the purposes of backing up information on our computer systems.

**2. Newman Cams existing staff members (including partners) and individuals looking for a role to work with us ('a Candidate'):**

**The personal data we collect or receive includes the following as applicable:**

- Name and surname
- Your title (e.g.: Mr / Mrs)
- Address
- Email and other contact
- Date of Birth
- Job history (including information relating to placements through us)
- Educational history, qualifications & skills
- Visa and other right to work or identity information (if applicable)
- Passport (if applicable)
- Selective medical record (including hospital appointment letters and sick notes)
- Bank Details
- National Insurance Number and tax (payroll information)
- Next of kin and family details
- Contact details of referees
- Personal information relating to hobbies, interests and pastimes
- Information contained in references and pre-employment checks from third parties
- Other sensitive personal information such as health records (see 'Sensitive Personal Data' section below)



David Newman Camshafts & Co  
2 Farnborough Way  
Farnborough  
Kent BR6 7DH

Tel: 01689 857 109

Fax: 01686 855 498

[info@newman-cams.com](mailto:info@newman-cams.com)

[www.newman-cams.com](http://www.newman-cams.com)

We may obtain your personal data from the following sources (please note that this list is not exhaustive): you (e.g. a Curriculum Vitae, application or registration form), Job Centre Plus, Universal JobMatch domain, public domain, social media, at interview, conversations on the telephone.

Where you are a Candidate and we have obtained your personal data from a third party such as an online job board, it is our policy to advise you of the source when we first communicate with you.

### **Why we process your personal data:**

- Entering into and performing a contract with you
- Compliance with legal obligations (regulatory and statutory obligations – e.g.: verify your identity etc.)

Where we engage a person to work for us (whether directly or as supplied to a Client), there are other statutory obligations that must be complied with including payroll, tax, social security, HMRC reporting requirements, and any other law or regulation.

We are also required to comply with statutory and regulatory obligations relating to business generally, for example complying with tax, bribery, fraud/crime prevention and data protection legislation, and co-operating with regulatory authorities such as HMRC or the Information Commissioner's Office.

- Our legitimate interests, which includes: establishing compliance with contractual obligations with Clients or Suppliers, addressing any query or dispute that may arise including establishing, exercising or defending any legal claims, protecting our reputation, maintaining a back-up of our system, solely for the purpose of being able to restore the system to a particular point in the event of a system failure or security breach, determining staff training and system requirements.

### **3. Sensitive Personal Data (SDP):**

Sensitive personal data is information which is intensely personal to you and is usually irrelevant to our consideration of your suitability for a job role. Examples of SPD include information which reveals your political, religious or philosophical beliefs, sexual orientation, race or ethnic origin, or information relating to your health.

Regardless of the basis for your dealings with us, we request that you do not provide us with any sensitive personal data unless absolutely necessary. However, to the extent that you do provide us with any sensitive personal data, such as data which you choose to share with us in conversation, we shall only use that data for the purposes of our relationship with you.

We shall not share your personal information unless we are entitled to do so. The categories of persons with whom we may share your personal information include: any regulatory authority or statutory body pursuant to a request for information or any legal obligation which

applies to us or parties who process data on our behalf, which may include IT support, storage service providers including cloud, background screening providers, legal and professional advisers (accountant) or insurers.

### **4. If you do not wish to provide us with necessary data:**

There may be circumstances where we require you to provide data which is necessary in order for us to meet statutory or contractual obligations. If you do not wish to provide us with information we request then please notify us. However, please be aware that as a result we may be unable to provide you with the service, such as delivery of your order etc.



David Newman Camshafts & Co  
2 Farnborough Way  
Farnborough  
Kent BR6 7DH

Tel: 01689 857 109  
Fax: 01686 855 498

[info@newman-cams.com](mailto:info@newman-cams.com)  
[www.newman-cams.com](http://www.newman-cams.com)

## 5. Personal data transfer:

Although this Privacy Notice applies to us your data may be accessible to, and shared with other parties mentioned above for any of the purposes set out within this Privacy Notice, or where we have shared administration systems and staff.

In the event of a sale, merger, liquidation, receivership or the transfer of all or part of our assets to a third party, we may need to transfer your information to a third party. Any transfer will be subject to the agreement of the third party to this Privacy Notice and any processing being only in accordance with this Privacy Notice.

## 6. Data Security and Confidentiality:

It is our policy to ensure, in so far as is reasonably practicable, that our systems and records are secure and not accessible to unauthorised third parties in line with contemporary practice.

## 7. Cookies:

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website, which enables the website to tailor its offerings to your preferences when you visit it.

### **We do not use cookies to identify which pages are being used.**

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us

You can choose to accept or decline cookies.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## 8. Retaining your data:

In most circumstances your data will not be retained for more than 7 years from the last point at which we provided any services or otherwise engaged with you and it is our policy to only store your personal data for as long as is reasonably necessary for us to comply with our legal obligations and for our legitimate business interests. However, we may retain data for

longer than a 7 year period where we have a legal or contractual obligation to do so, or we form the view that there is otherwise a continued basis to do so, for example where your product (Supplier) may remain in demand, or we are subject to a legal obligation which applies for a longer period.

If, however you believe that we should delete your personal data at an earlier date, please inform us in writing of your reasons. Please see 'Your Rights' below.



David Newman Camshafts & Co  
2 Farnborough Way  
Farnborough  
Kent BR6 7DH

Tel: 01689 857 109  
Fax: 01686 855 498

[info@newman-cams.com](mailto:info@newman-cams.com)  
[www.newman-cams.com](http://www.newman-cams.com)

## 9. Changes to this Privacy Notice:

This Privacy Notice is regularly reviewed and may be updated from time to time to reflect changes in our business, or legal or commercial practice. Where an update is relevant to our processing of your data, we shall notify you of the same.

## 10. Your Rights:

We take the protection of your personal data very seriously and it is important that you know your rights within that context, which include rights to:

- Request a copy of the personal data that we hold
- Object to our processing of your data where that processing is based upon legitimate interest and there are no compelling grounds for the continued processing of that data
- Request that data is erased where the continued use of that data cannot be justified
- Request that we restrict processing of your data in certain circumstances
- Object to any decision, which significantly affects you, being taken solely by a computer or via another automated process
- Withdraw your consent to our processing of your personal data for a particular purpose at any stage. However, please note that we may continue to retain, or otherwise use your personal information thereafter where we have a legitimate interest or a legal or contractual obligation to do so. Our processing in that respect will be limited to what is necessary in furtherance of those interests or obligations
- Request that inaccurate or incomplete data is rectified
- Request that data provided directly by you and processed by automated means is transferred to you or another controller; this right only being applicable where our processing of your data is based either on your consent or in performance of a contract
- Make a complaint to the Information Commissioner's Office to request that direct marketing by us to you is stopped

Please note that should you exercise your right to request that we erase data or cease any processing activity, we may retain a record of this request and the action taken in order to both evidence our compliance, and to take steps to minimise the prospect of any data being processed in the future should it be received again from a third-party source.

## 11. Questions, Concerns and Complaints:

If you have questions or concerns about the way in which we use your personal data, please contact Ken Newman - Tel: 01689 857 109, E-mail: [ken@newman-cams.com](mailto:ken@newman-cams.com). You may also contact our Accounts & Administration Department - Tel: 01689 857 109, E-mail: [accounts@newman-cams.com](mailto:accounts@newman-cams.com).

If you are dissatisfied about any aspect of the way in which your data is processed you may, in the first instance refer the matter to Ken Newman - Tel: 01689 857 109, E-mail [ken@newman-cams.com](mailto:ken@newman-cams.com). This does not affect your right to make a complaint to the Information Commissioner's Office.