



# N. L. ROPER & SONS LTD

PRECISION FLAT LAPPING ◦ FINE POLISHING ◦ PRECISION GRINDING ENGINEERS

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Certificate No. 3076



Est. 1971

Fuller Road, Harleston Industrial Estate, Harleston, Norfolk, IP20 9EA

## General Data Protection Regulation (GDPR) Policy

### 1. Introduction

N.L. Roper & Sons Ltd is committed to protecting the privacy and security of our customers, employees, and business partners. This GDPR Policy outlines our approach to data protection and compliance with the General Data Protection Regulation (EU) 2016/679 ("GDPR").

### 2. Scope

This policy applies to all personal data collected, processed, and stored by N.L. Roper & Sons Ltd in the course of our business operations, including but not limited to customers, employees, suppliers, and website visitors within the European Economic Area (EEA).

### 3. Data Collection and Processing

We collect and process personal data for legitimate business purposes, including but not limited to:

- Providing products and services to our customers
- Managing customer relationships and communications
- Complying with legal and regulatory obligations
- Conducting marketing and promotional activities
- Improving our website, products, and services

### 4. Legal Basis for Processing

We ensure that all personal data is processed lawfully, fairly, and transparently. The legal bases for processing personal data include:

- Consent: When individuals have given clear consent for processing their data.
- Contractual Necessity: When processing is necessary to fulfil a contract.
- Legal Obligation: When processing is required by law.
- Legitimate Interests: When processing is necessary for our legitimate business interests, provided they do not override the rights of the individual.

### 5. Data Subject Rights

Under GDPR, individuals have the following rights regarding their personal data:

- Right to Access: Request a copy of personal data held about them.
- Right to Rectification: Request corrections to inaccurate or incomplete data.
- Right to Erasure: Request deletion of their data under certain conditions.
- Right to Restrict Processing: Request limited processing of their data.
- Right to Data Portability: Request transfer of data to another organization.
- Right to Object: Object to data processing in certain situations.
- Right to Withdraw Consent: Withdraw consent at any time where processing is based on consent.

### 6. Data Security

We implement appropriate technical and organizational measures to protect personal data against unauthorized access, loss, alteration, or destruction. These include encryption, access controls, regular security assessments, and staff training on data protection.

### 7. Data Retention

We retain personal data only as long as necessary to fulfill the purposes for which it was collected or as required by law. Once the data is no longer needed, it is securely deleted or anonymized.

## **8. Data Sharing and Transfers**

We do not sell personal data to third parties. However, we may share data with trusted service providers, regulatory authorities, and business partners when necessary for legitimate business or legal purposes. If data is transferred outside the EEA, we ensure adequate safeguards are in place.

## **9. Data Breach Notification**

In the event of a data breach, we will assess the risk and notify the relevant authorities and affected individuals as required by GDPR within the applicable timeframes.

## **10. Contact Information**

For any questions regarding this GDPR Policy or to exercise your rights, please contact us at:

N.L. Roper & Sons Ltd  
24 Fuller Road  
Harleston Industrial Estate  
Harleston, Norfolk  
IP20 9EA

[info@nrflatlapping.co.uk](mailto:info@nrflatlapping.co.uk)

01379 852739

## **11. Policy Updates**

We may update this GDPR Policy from time to time to reflect changes in legal requirements or business practices. The latest version will always be available on our website.

Registered Number 1080719 V.A.T. Registered Number: GB 105 7575 70  
*Chairman: K.N. Roper Managing Director: I.K.S. Roper Company Secretary: W. B. Roper*