

CONSENT FORM – For Clients

Garware Technical Fibres Limited (“GTFL”) takes your privacy seriously. GTFL keeps and uses your information to enable it to run the business and manage its relationship with you effectively, lawfully and appropriately, whilst GTFL is providing services to you, at the time when our engagement ends and after our engagement is closed. This includes using information to enable GTFL to comply with the contract, to comply with any legal requirements, pursue the legitimate interests of GTFL and protect its legal position in the event of legal proceedings for example to prevent fraud or potential crimes. GTFL will never process your data, where these interests are overridden by your own interests. Your consent is key to comply GTFL's obligations stated hereinabove.

What Data GTFL Collects

GTFL as a data controller determines the purposes for which and the manner in which any personal data are, or are to be, processed. Personal data (as defined in the European Union General Data Protection Regulation) GTFL holds that would have been provided by you, but some may come from external sources, such as references. The information GTFL holds may include your name, postal and email addresses, telephone numbers, bank account details, contract of engagement and any amendments to it; correspondence with or about you, contact and emergency contact details. You will, of course, inevitably be referred to in many GTFL documents and records that are produced by you in the course of carrying out your duties and the business of GTFL.

Purpose of Processing

Personal data collected by GTFL will be processed for legal, administrative, management, compliance, audits and other legitimate and lawful business purposes and such processing will be conducted within such purpose limitations and in accordance with applicable law. These purposes include:

- **Business Process Execution and Management:** Business processes are activities to run the operations of GTFL.
- **Compliance with local and EU member state:** This purpose refers to the processing of personal data as necessary to fulfil a legal obligation to which GTFL is subject. Its purpose is to ensure compliance with the law by GTFL including but not limited to the prevention of crimes and the disclosure of personal data to government institutions and supervisory authorities.

Transferring personal data

GTFL may be required to transfer your information to jurisdictions outside the European Economic Area (“EEA”). GTFL will ensure that your information is safeguarded in accordance with suitable safeguards recognized by the European Union General Data Protection Regulation. Furthermore, while processing your personal data for the purposes indicated above, GTFL may use the services of third parties such as banks, legal consultants, advisors, etc. and in the process the third parties may receive or have access to your personal data. When using the services of any third-party, GTFL will ensure that the third party shall have suitable technical and organizational measures to protect the personal data as required by the applicable law.

Security

GTFL is committed in ensuring the security of the personal data collected. GTFL takes reasonable technical or organizational measures to help protect the information from unauthorized or unlawful processing and against accidental loss, destruction or damage.

Retention

Your personal data will be stored for the time period required by the applicable laws or as required by the legal requirements or till the time you exercise your right to erasure or enable GTFL to manage its relationship with you effectively, lawfully and appropriately, whichever is the higher.

Your Rights

GTFL respects your right to access and control your information, and GTFL will respond to the requests for information and, where applicable, will correct, amend, or delete your personal data. In such cases, GTFL will need you to respond with proof of your identity before you can exercise below rights-

- **The right to access information:**
There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
- **The right to correct and update the information:**
If the data, GTFL holds and processes is out of date, incomplete or incorrect, you can inform GTFL to correct or update the same.
- **The right to have your information erased:**
If you feel that GTFL should no longer be using your data, you can request to erase the data GTFL holds subject to the exceptions provided under the law.
- **The right to object to processing of your data:**
You have the right to request that GTFL stops processing of your data, subject to the exceptions provided under the law.
- **The right to restriction of processing**
You have the right to request that GTFL restrict processing of your data.
- **The right to data portability:**
You have the right to request GTFL to transfer some of your data to another controller. GTFL will comply with your request, where it is feasible to do so, within one month of receiving your request.
- **The right to withdraw:**
You can withdraw your consent to the processing at any time for any processing of data for which consent was sought. However, such withdrawal will not affect the lawfulness of processing based on the consent before its withdrawal.
- **The right to redressal:**
You can lodge a complaint with the Data Protection representative or other authorized body if you believe that GTFL has not complied with the requirements of the GDPR.

Contact Us

You can reach out to us at dpr@garwarefibres.com for any queries or should you wish to exercise your rights mentioned above.

I hereby acknowledge that I have understood purpose of processing and hereby consenting that GTFL can process my personal data for the purposes mentioned above.

Signed by:

Signature:

Date:
