



Privacy Notice

1. Background

- 1.1. Coexlion Limited is committed to protecting the privacy and personal data of individuals with whom we interact, including clients, suppliers, business contacts, and other stakeholders.
- 1.2. This Privacy Notice explains how we collect, use, store, and protect personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable data protection legislation.
- 1.3. This Notice should be read alongside our internal Data Protection Policy and Data Breach Policy, which govern how we manage personal data within the business.

2. Information About Coexlion

Company Name:	Coexlion Limited
Registered in	England & Wales
Company number	13312046
Registered address:	48 Woodland Avenue, Burbage, Hinckley, Leicestershire, LE10 2BD, England.
Company Registration Number	13312046
VAT number	387113586.
Operating Address:	Unit B6, Quarry Park, Old Milverton Lane, Royal Leamington Spa, Warwickshire, CV32 6RW
Managing Director:	Thomas Llewellyn.
Contact Email:	admin@coexlion.com.

Coexlion Limited is the data controller for personal data processed under this Privacy Notice.



3. What Does This Notice Cover

- 3.1. This Notice applies to personal data relating to identifiable individuals.
- 3.2. Where business contact information includes personal data (such as named contacts, work email addresses, or telephone numbers), that personal data will be handled in accordance with this Privacy Notice.
- 3.3. This Notice does not apply to information that does not relate to an identifiable natural person.

4. What Is Personal Data

- 4.1. Personal data means any information relating to an identified or identifiable individual, including names, contact details, online identifiers, or other information that can identify a person directly or indirectly.

5. What Personal Data Might We Collect

- 5.1. We may collect and hold the following types of personal data where necessary for legitimate business purposes:
 - 5.1.1. Identity information (e.g. name, job title)
 - 5.1.2. Contact information (e.g. business email address, telephone number, work address)
 - 5.1.3. Business relationship information (e.g. role, association with Coexlion)
 - 5.1.4. Financial and payment-related contact information (where relevant)
 - 5.1.5. Communications exchanged with us
 - 5.1.6. Information received from third parties where there is a contractual or business relationship
- 5.2. We do not normally collect special category personal data about business contacts. Where such data is incidentally received, it will be handled in accordance with Data Protection Legislation.

6. What Data Do You Collect and How

- 6.1. We collect personal data through:
 - 6.1.1. Direct communications (email, telephone, meetings)
 - 6.1.2. Contracts, enquiries, and professional correspondence
 - 6.1.3. Third parties where there is a legitimate business relationship
 - 6.1.4. Publicly available sources where appropriate



7. How Do You Use the Data

7.1. We only process personal data where we have a lawful basis to do so under UK GDPR.

7.2. Depending on the circumstances, these may include:

- 7.2.1. Performance of a contract
- 7.2.2. Compliance with legal obligations
- 7.2.3. Legitimate business interests
- 7.2.4. Consent (where required)

7.3. Personal data may be used for purposes including:

- 7.3.1. Administering our business operations
- 7.3.2. Providing consultancy, training, or related services
- 7.3.3. Managing contracts, invoicing, and payments
- 7.3.4. Communicating with clients, suppliers, and business contacts
- 7.3.5. Improving and tailoring our services

What We Do	What Data We Use	Our Lawful Basis
Administering our business.	Company details as per section 5	To be included in our vendor data base as an associate or client
Supplying our services to you.	Company specific technical data for providing engineering design consultancy services. And /or company basic information as detailed in section 5 to provide training services.	To provide services offered.
Managing payments for our services.	Bank account information, company VAT registration number, purchase orders, accounting liaison officer contact details.	To manage invoices and payments made from or to us.
Tailoring our services for	Contact details of relevant	To contact the most



you.	<p>employees.</p> <p>Product / technical data for tailored quotations of contracts</p> <p>Business data - numbers and level of experience of employees for training services, with company detailed tailored requirements. Address for on-site visits.</p>	<p>appropriate person.</p> <p>To provide contract specific quotations.</p> <p>To provide contract specific quotations.</p>
Communicating with you.	Postal address, email address, contact telephone numbers.	To provide business services requested and/or quotations.
Supplying you with information by email and/or post that you have opted-in-to (you may opt-out at any time by emailing admin@Coexlion.com).	Contact information	Services provided / changes in services and/or policies / newsletters / Blogs.

8. Marketing Communications

- 8.1. Where permitted by law, we may send business-related communications about our services.
- 8.2. Where consent is required, we will obtain it in advance. You may opt out of marketing communications at any time by contacting us using the details in Section 14.

9. How Long Will You Keep the Data

- 9.1. We retain personal data only for as long as necessary for the purposes for which it was collected, taking into account legal, regulatory, contractual, and business requirements.



9.2. Where exact retention periods are not specified, data will be reviewed periodically and securely deleted when no longer required.

10. How and Where Do You Store or Transfer the Data

- 10.1. In some circumstances, personal data may be transferred outside the UK, including within the Coexlion Group.
- 10.2. Where international transfers take place, appropriate safeguards will be maintained in accordance with Data Protection Legislation to ensure your data remains protected

11. Sharing Personal Data

- 11.1. We may share personal data with:
 - 11.1.1. Other companies within the Coexlion Group
 - 11.1.2. Professional advisers and service providers acting on our instructions
 - 11.1.3. Regulatory authorities where required by law

12. Data Security

- 12.1. We take appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or misuse.
- 12.2. Access to personal data is restricted to individuals with a legitimate business need to know.

13. Your Rights

- 13.1. Under Data Protection Legislation, you have rights including:
 - 13.1.1. The right to be informed
 - 13.1.2. The right of access
 - 13.1.3. The right to rectification
 - 13.1.4. The right to erasure (subject to legal exceptions)
 - 13.1.5. The right to restrict processing
 - 13.1.6. The right to object
 - 13.1.7. The right to data portability (where applicable)
 - 13.1.8. Rights in relation to automated decision-making (we do not use automated decision-making)
- 13.2. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO). We encourage you to contact us first so we can try to resolve any concerns.



14. Subject Access Requests and Contact Details

14.1. If you wish to exercise your rights or have any questions about this Privacy Notice, please contact us:

14.1.1. Email: hr-cuk@coexlion.com

14.1.2. Postal address: 48 Woodland Avenue, Burbage, Hinckley, Leicestershire, LE10 2BD

14.2. We will respond to requests without undue delay and within one month. This period may be extended by up to two months for complex requests, and you will be informed if this applies.

15. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in the law or our business practices. The latest version will always be available on request.

This Privacy Notice has been approved by:

Name:

Thomas Llewellyn

Position:

Managing Director

Signature: