

PRIVACY & SECURITY

IMPORTANT – PLEASE READ CAREFULLY

PCI Xylenes & Polyesters Ltd and PCI Xylenes & Polyester Asia Sdn Bhd "PCI" is committed to respecting the privacy rights of visitors to its website. This privacy policy explains how we collect, store and use personal data about you when you browse www.pcixp.com (the "Website"), register with us or otherwise provide your personal data to us. It provides you with details about the types of personal data that we collect from you, how we use your personal data and the rights you have to control our use of your personal data.

You must read this privacy policy carefully. By accessing, browsing or otherwise using this Website, you confirm that you have read, understood and agree to this privacy policy in its entirety. If you do not agree to this privacy policy in its entirety, you must not use this Website.

We respect your right to privacy and will only process personal data you provide to us in accordance with the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and other applicable privacy laws.

If you have any questions about how we collect, store and use personal data, or if you have any other privacy-related questions, please contact us by any of the following means:

phone us at: +44 1483 302267;

e-mail us at xylenes@thepcigroup.com or

write to our head office at 79 Portsmouth Road, Guildford, Surrey GU2 4BX, UK.

When contacting us, please remember to quote your name and contact details.

THE PERSONAL DATA WE COLLECT ABOUT YOU

When you make purchases from PCI (including subscriptions, conference registration or any other reports/data purchased directly over the phone, by email or via this Website) we may collect the following personal data about you:

your name;

your company name;

your position and area of business at your company;

your billing and delivery postal addresses, phone, fax and e-mail details;

where you have registered with us, your user name and password;

where you place an order with us, your payment card details;

your communication and subscription preferences;

your browsing and online activities; and

We may also collect some or all of the above personal data about you when you access and browse this Website, including when you sign up to receive PCI newsletters. We may also collect some or all of this personal data from third parties who have your consent to pass your details to us.

HOW WE MAY STORE AND USE YOUR INFORMATION

PCI (and third party data processors acting on our behalf) may collect, store and process your personal data:

to make this Website available to you and to provide you with content which is tailored to your individual tastes;

to maintain any registered subscription/account that you hold with us;

to contact you (including by e-mail) about promotional offers and products and services which we think may interest you and for customer satisfaction and market research purposes;

to provide our goods and services to you and for associate purposes, including verifying your identity;

for research, analysis, testing, monitoring, risk management and administrative purposes; and

for any related purposes, or where we have a legal right or duty to use or disclose your information (including for crime and fraud prevention and related purposes).

We also process your payment card details in order to complete any purchase that you make through this Website.

Except as set out in this privacy policy, we will not disclose, sell or rent your personal data to any third party. If you do consent but later change your mind, you may contact us and we will cease any such activity.

In the event that a third party acquires all (or substantially all) of our business and/or assets, we may disclose your personal data to that third party in connection with the acquisition. We may also disclose your personal data where necessary to comply with applicable law or an order of a governmental or law enforcement body.

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E-MAIL NEWSLETTER

We provide you with the ability to control whether or not to receive e-mail newsletters.

PERSONALISED ADVERTISING

If you browse this Website you may receive personalised advertisements. We are committed to providing you with information on products and offers which are relevant to you. Any advertisements you receive will relate to products which have been viewed whilst browsing this Website on your computer or other device. This service is provided by PCI, through the use of 'cookies' placed on your computer or other device (see further information on the use of cookies in the section below). Cookies can be removed or disabled altogether - see below for further information.

TARGETED UPDATES AND MARKETING

We may send you emails and other communications relating to products and services which we think will be of interest and relevance to you as an individual. We do this by monitoring the browsing/online activity/current subscriptions of customers and providing them with information on products they have viewed and related products.

INTERNATIONAL TRANSFERS

We may transfer personal data that we collect from you to third party data processors located in countries that are outside of the European Economic Area and to other PCI group companies in connection with the above purposes. Please be aware that countries which are outside the European Economic Area may not offer the same level of data protection as the United Kingdom, although our collection, storage and use of your personal data will continue to be governed by this privacy policy.

COOKIES

This Website uses cookies to collect information about you. Cookies are small data files which are placed on your computer or other device by this Website and which collect certain personal data about you. This enables us to tailor our service offering (including the Website) to provide you with products and services which are more relevant to your individual tastes. You may change your website browser settings to reject cookies, although please note that if you do this it may impair the functionality of this Website. PCI has relationships with carefully selected and monitored suppliers to assist in the delivery of a high quality website. Some of these suppliers may also set cookies during your visit in order to meet contractual obligations with PCI (Supplier Cookies). Both PCI and Supplier cookies do not store any personal information relating to you or your credit cards. For further information about cookies, including how to refuse cookies, please visit www.allaboutcookies.org.

Whilst we take appropriate technical and organisational measures to safeguard the personal data that you provide to us, no transmission over the Internet can ever be guaranteed secure. Consequently, please note that we cannot guarantee the security of any personal data that you transfer over the Internet to us.

If you are using a computer or terminal in a public location, we recommend that you always log out and close the website browser when you complete an online session for your security. In addition we recommend that you take the following security measures to enhance your online safety:

Keep your account passwords private. Remember, anybody who knows your password may access your account.

When creating a password, use at least 8 characters. A combination of letters and numbers is best. Do not use dictionary words, your name, email address, or other personal data that can be easily obtained. We also recommend that you frequently change your password.

Avoid using the same password for multiple online accounts.

SPOOF/FALSE E-MAILS

We will never ask you to confirm any account or credit card details via email. If you receive an email claiming to be from pcixp.com asking you to do so, please ignore it and do not respond.

YOUR RIGHTS

You have the following rights:

the right to ask what personal data that we hold about you at any time, subject to a fee specified by law (currently £10);

the right to ask us to update and correct any out-of-date or incorrect personal data that we hold about you free of charge; and

the right to opt out of any marketing communications that we may send you.

If you wish to exercise any of the above rights, please contact us using the contact details specified above. However, if you wish to unsubscribe from e-mail marketing communications that we send you, you can most easily do this by clicking on the unsubscribe link at the bottom of any e-mail newsletter we have sent to you.

UPDATES TO THIS POLICY

This privacy policy was last updated in September 2010. Please check back regularly to keep informed of updates to this privacy policy