

Cabot Customer Notice

This notice explains how and why Cabot Corporation and its affiliates (“**Cabot**”, “**we**”, “**us**” or “**our**”) uses the personal data of its customers (“**you**” or “**your**”) in accordance with data protection law, including the General Data Protection Regulation.

Cabot collects and uses limited personal data about you (as set out below) in the course of your business relationship with Cabot, including when you provide contact and other personal or business details to us in person to our employees (including at trade shows and other business-related events) or via email or telephone in relation to such trade shows and business-related events or in respect of our goods or services.

Type of Personal Data	Details
Contact and job information	Name, address and contact details, organisation details (place of work, job title and organisation contact information)
Product and services information	Details of your or your organisation’s current use of Cabot’s products and services and your or your organisation’s use of other manufacturers/suppliers goods and services; your or your organisation’s interest in Cabot’s and third parties’ goods and services, their method of use and business application
Marketing and Feedback	Your communication preferences and your interests, feedback and survey responses; your preferences for follow-up contact (e.g. visits from/to Cabot, receipt of samples, price quotations or more company/product/service information)

USES OF YOUR PERSONAL INFORMATION

Details of what we process your personal data for, and the lawful bases on which we rely for such processing, are set out below. “**Processing**” is any activity relating to personal data, including, by way of example, collection, storage, use, consultation, transmission and deletion.

Purposes of processing	Lawful Bases
Contact Information	
Responding to your requests or general enquiries and negotiating for the sale of goods or services to you (which will normally be on behalf of your employer or organisation)	Legitimate interests¹
Confirming and processing orders for goods or services that you, your employer or organisation may place with us (either as customer or supplier) and providing after-sales services	
Sending promotional and marketing materials to you about our business and initiatives, such as our email newsletter and inviting you to events, fairs and exhibitions organised or to be attended by Cabot	Legitimate interests or Consent²
Background and Identity Check Information	
Performing anti-money laundering checks in relation to KYC (Know Your Business Checks), credit risk assessments, and export control checks to meet legal obligations and comply with good governance, internal policies and risk management	Legitimate interests and Legal obligation³
General Business and Compliance Purposes	
For our general record-keeping and customer/supplier/contractor relationship management, for compliance with accounting, taxation and other legal obligations and otherwise for good governance, insurance requirements and risk management, including obtaining professional advice and dealing with claims	Legitimate interests and Legal obligation

¹ Use on the basis of our legitimate interests means where we have a fair, proportionate and overriding lawful business reason to use your details. This will primarily be where, by using the information, we learn about you or develop our relationship, so we can work together more closely and better or make sound business decisions involving or affecting you.

² When we process based on your consent, this means that you have indicated by a specific, informed and affirmative act (usually an active ticking of the relevant box in a form or online form) that you consent to us processing your personal data for the purpose(s) indicated.

³ Use on the basis of “legal obligation” means use to comply with a legal obligation to which we are subject.

DATA RETENTION

We will keep your data during the period of your relationship with us and then, after that period ends, for as long as is necessary in connection with both our and your legal rights and obligations. This may mean that we keep some types of personal data for longer than others but we will only retain your personal data for a limited period of time. This period will depend on a number of factors, including any laws or regulations that we are required to follow, if we are in a legal or other type of dispute with each other or any third party, the type of information that we hold about you and if we are asked by you or a regulatory authority to keep your personal data for a valid reason.

DISCLOSURE OF YOUR PERSONAL INFORMATION

We may need to share your personal data with other companies in the Cabot group where functions are shared to carry out the purposes above.

We may also ask third parties to carry out certain business functions for us. Some of these third parties will process your personal data on our behalf (as our processors) (e.g. event organisers, IT support, back up and server hosting providers).

The data that we collect from you may be transferred to, and stored at, a destination outside the EEA. It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. We take appropriate steps to keep your data secure and subject to appropriate safeguards, in line with our legal obligations.

Although we will do our best to protect your personal data, we cannot guarantee the security of your data if transmitted to us via our website or otherwise online; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

YOUR RIGHTS

To the extent provided by applicable law, you have certain legal rights in relation to your personal data, which are summarised below:

Your right	What does it mean?
Right of access	Subject to certain conditions, you are entitled to have access to your personal data (this is more commonly known as submitting a "data subject access request").
Right to data portability	Subject to certain conditions, you are entitled to receive the personal data which you have provided to us and which is processed by us by automated means, in a structured, commonly-used machine readable format.
Rights in relation to inaccurate personal or incomplete data	You may challenge the accuracy or completeness of your personal data and have it corrected or completed, as applicable. You have a responsibility to help us to keep your personal information accurate and up to date. We encourage you to notify us of any changes regarding your personal data as soon as they occur, including changes to your contact details.
Right to object to or restrict our data processing	Subject to certain conditions, you have the right to object to or ask us to restrict the processing of your personal data.
Right to erasure	Subject to certain conditions, you are entitled to have your personal data erased (also known as the "right to be forgotten"), eg where your personal data is no longer needed for the purposes it was collected for, or where the relevant processing is unlawful.
Right to withdrawal of consent	As stated above, where our processing of your personal data is based on your consent, you have the right to withdraw your consent at any time.

If these apply to you, you can exercise these rights at any time by contacting us at globaldataprotection@cabotcorp.com.