

## **Privacy Policy**

**Last updated: January 2026**

This Privacy Policy explains how PE Limited ("we", "us", "our") collects, uses, stores and shares your personal information when you visit or use our website, contact us, apply for roles through our Careers pages or otherwise engage with our services.

It also explains your rights under UK data protection law, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### **1. Contact Details (Data Controller)**

PE Limited is the data controller for personal information collected through this website:

PE Limited  
3000 Cathedral Hill, Cathedral Square  
Guildford, Surrey, GU2 7YB, United Kingdom  
Tel: +44 (0)131 474 7030  
Email: [edinburgh@petex.com](mailto:edinburgh@petex.com)

### **2. What Information We Collect**

Depending on how you interact with our website and services, we may collect the following categories of personal information.

#### **2.1. Information you provide to us**

This may include:

- Name
- Email address and telephone number
- Company name and professional details such as job title or position
- Address details (where relevant to service delivery or relationship management)
- Enquiry content, messages and correspondence
- Recruitment and application details (see Section 7)

#### **2.2. Information collected automatically (website usage)**

When you use our website, we may automatically collect:

- IP address

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**3000 Cathedral Hill, Cathedral Square, Guildford, United Kingdom, GU2 7YB**

**Tel:** +44 131 474 7030 **Fax:** +44 131 474 7031 **Email:** [edinburgh@petex.com](mailto:edinburgh@petex.com) **Website:** [www.petex.com](http://www.petex.com)



- Browser type and version
- Device information and operating system
- Pages visited and time spent on pages
- Navigation paths and website activity (user journeys)
- Cookie data and similar tracking identifiers (see section 6)

### **3. How We Use Your Information**

We use personal information for the following purposes set out below.

#### **3.1. To respond to enquiries**

To respond when you contact us through our website, by email or using the contact details published on our website.

#### **3.2. To provide and manage our services**

To provide business services, maintain customer/supplier relationships and manage operational communications, including contract and delivery related communications where applicable.

#### **3.3. To send service communications**

To send communications which are necessary to respond to an enquiry or manage an existing relationship (for example operational updates or essential information).

#### **3.4. For marketing and business development (where permitted)**

To share information that may be relevant to your business or professional role.

You can opt out of marketing at any time (see Section 12)

#### **3.5. To operate, protect and improve our website**

To administer our website, improve performance, monitor usage patterns, detect technical issues, and maintain security.

#### **3.6. To meet legal and regulatory obligations**

To comply with legal obligations and respond to lawful requests by regulators, law enforcement agencies or other public authorities.

### **4. Lawful Bases for Processing**

We process personal information only where we have a lawful basis under UK GDPR. Depending on the context, this may include:



## **Consent**

We rely on consent where required, such as for non-essential cookies and certain electronic marketing activities. Where we rely on consent, you can withdraw it at any time.

## **Contract**

We process personal information where necessary to enter into or perform a contract with you or your organisation, or to take steps at your request before entering a contract.

## **Legal obligation**

We process personal information where required to comply with legal obligations.

## **Legitimate interests**

We process personal information where necessary to operate, run and protect our business, provided this does not override your rights and freedoms.

Our legitimate interests include:

- responding to enquiries and managing customer relationships
- ensuring the security and performance of our website and systems
- maintaining internal records
- improving our services and operations

If you would like more information about our legitimate interests processing, you can contact us using the details in Section 1.

## **5. If You Do Not Provide Personal Information**

Where we request personal information and you choose not to provide it:

- We may not be able to respond fully to your request
- We may be unable to process your job application
- We may be unable to provide or manage certain services

## **6. Cookies and Tracking (including analytics)**

We use cookies and similar technologies to ensure our website functions correctly and to understand how visitors use it.

Cookies may include:



- Strictly necessary cookies (essential for the website to work)
- Analytics/performance cookies (to measure and improve website performance)
- Marketing cookies (only where used and enabled and where required consent is obtained)

### **6.1. Cookie banner and controls**

Our website uses a cookie banner which allows you to manage cookie preferences, including rejecting non-essential cookies where offered.

You can also control cookies through your browser settings. Please note that disabling certain cookies may affect website functionality.

### **6.2. Third-party analytics and advertising (where enabled)**

We use third-party technologies to help us understand how our website is used and to support our marketing activities.

These technologies may collect information about your visit to our website, such as:

- the pages you view and how you navigate the site,
- the actions you take (for example submitting an enquiry), and
- device and browser information.

Where enabled, we also use advertising and remarketing technologies to measure the effectiveness of our marketing campaigns and to help show relevant advertisements to users who have previously visited our website. ("remarketing").

Where required by law, these technologies are only activated after you provide consent through our cookie banner. You can manage your preferences at any time through the cookie controls on our website.

## **7. Recruitment and CV Uploads (Careers)**

If you apply for a role through our website, we may collect and process personal information for recruitment purposes.

This may include your name, telephone number, email address, postal address, employment history, education and qualifications or any additional information you include within your CV and covering letter.



### **7.1. Special category data**

We do not intentionally seek to collect special category personal data (such as health information) through our recruitment forms. However, if you choose to include such information in your application, we will only process it where permitted under UK GDPR and where necessary for recruitment purposes.

## **8. Where We Get Personal Information From**

We obtain personal information from:

- you directly (forms, CV uploads, emails, enquiries, recruitment applications)
- public sources (where relevant for business contact details)
- supplier and service providers supporting our website and communications systems

## **9. Who We Share Your Information With**

We do not sell your personal information. We may share personal information with:

- IT, website hosting and security providers
- recruitment or HR support providers (where used)
- analytics and cookie technology providers (where enabled)
- professional advisers such as legal advisers and auditors
- organisations we are required to share information with by law e.g. regulators or law enforcement

We share personal information only where necessary and we require appropriate confidentiality, data protection safeguards and security measures from relevant third parties.

## **10. Transfers Outside the UK**

Where necessary, personal information may be transferred outside the UK such as where a service provider hosts systems internationally.

When we transfer personal information outside the UK, we ensure safeguards are in place in line with UK GDPR, such as:

- UK IDTA (International Data Transfer Agreement)
- UK Addendum to EU Standard Contractual Clauses



- other lawful transfer mechanisms permitted under UK GDPR

You can request more information about safeguards by contacting us using the details in Section 1.

## **11. How Long We Keep Your Information**

We keep personal information only as long as necessary for the purposes set out in this policy, including legal, operational and contractual purposes.

Retention periods may vary depending on the type of information and purpose for which it is collected. As a general guide:

- Customer/service relationship records: typically retained for the duration of the relationship and for a reasonable period afterwards for operational and legal purposes
- Recruitment applications (including CVs): typically retained for the recruitment process and for up to 6 months afterwards, unless you consent to longer retention, or you are hired

Where longer retention is required such as due to legal obligations, we will retain personal information for the required period.

## **12. Your Data Protection Rights**

You have the following rights under UK data protection law:

- Right of access – request copies of your personal information
- Right to rectification – correct inaccurate or incomplete information
- Right to erasure – request deletion of your personal information
- Right to restriction – request that we limit how we use your information
- Right to object – object to certain processing
- Right to data portability – request transfer of information you provided to us
- Right to withdraw consent – where we rely on consent

### **12.1. Response timeframe**

We respond to requests without undue delay, and in any event within one month, unless a lawful extension applies. To make a request, contact us using the details in Section 1.

### **12.2. Direct marketing**

You can object to direct marketing at any time. If you do, we will stop using your personal information for marketing purposes.



### **13. Automated Decision-making**

We do not use automated decision-making (including profiling) that produces legal effects or similarly significant effects for individuals.

### **14. Security**

We use appropriate technical and organisational measures designed to protect personal information against unauthorised access, loss, misuse, alteration or disclosure.

However, no system is completely secure, and any information you submit online is provided at your own risk.

### **15. Third-Party Links**

Our website may contain links to external websites (including social media platforms). We are not responsible for the privacy practices of third-party websites. Please review their privacy notices before submitting personal information.

### **16. Children's Data**

Our website is not intended for children, and we do not knowingly collect personal information from children.

### **17. How to Complain**

If you have concerns about our use of your personal information, you can complain to us using the contact details in Section 1.

If you remain unhappy with how we have handled your personal information, you have the right to complain to the UK regulator, details below:

#### **Information Commissioner's Office (ICO)**

Wycliffe House, Water Lane  
Wilmslow, Cheshire, SK9 5AF

**Helpline:** 0303 123 1113

**Website:** <https://www.ico.org.uk/make-a-complaint>