

---

## PRIVACY NOTICE

---

### BACKGROUND:

This notice applies to the website of Cobell Ltd, a member of the Symrise Group. The Cobell Ltd website has links to the Symrise Group website and the Symrise Privacy Policy. The website may also contain links to websites of third-party companies to which our Privacy Policy does not apply.

Cobell Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our Customers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the General Data Protection Regulation (the “GDPR”).

#### 1. **What Does This Notice Cover?**

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the GDPR relating to your personal data.

#### 2. **What is Personal Data?**

Personal data is any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 4.

#### 3. **What Are Your Rights?**

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly and we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business

provider.

- h) Rights relating to automated decision making and profiling. We do not use your personal data in this way.
- i) Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

#### **4. What Personal Data Do You Collect?**

When you visit our website, we do not normally collect any of your personal information. For statistical purposes, we only record information about your internet service provider, the website which directed you to our site, our web pages that you visit and the duration and date of your visit. As an internet user you remain anonymous. We collect this information only for the purposes of data security and optimisation of our website.

If we require information that enables us to identify you (personal information) or contact you, you will always be asked specifically for permission. This information is required to enable us to carry out specific requested transactions, e.g. product enquiries. In such cases we may collect the following personal data:

- your name
- address
- telephone number
- email address.

#### **5. How Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interest to use it.

The personal information collected on this website will only be used for the operation of the website and for provision of services or information requested or authorised by you.

#### **6. Google Analytics**

This website uses Google Analytics, a web analytics service of Google Inc. ("Google"). Google Analytics uses "cookies", small text files that are saved on your computer and enable an analysis of how you use the website. The information generated by the cookie about your use of this website is normally transferred to a Google server in the US and saved there.

If IP anonymisation is activated on this website, your IP address will be truncated by Google prior to transmission within Member States of the European Union or other parties to the Agreement on the European Economic Area. Full IP addresses will only be transferred to and saved on a Google server in the US in exceptional cases. Google will use this information on behalf of the operator of this website for the purpose of evaluating your use of the website, compiling reports on website activity for website

operators and providing them with other services relating to website and Internet usage. The IP address communicated by your browser within the scope of Google Analytics will not be associated with any other data held by Google.

You may choose to prevent cookies being saved by selecting the appropriate settings in your browser; however, please note that if you do this you may not be able to use the full functionality of this website. You can also prevent the transmission of data generated by cookies related to your use of the website (including your IP address) to Google as well as processing of this data by Google by going to the following link (<http://tools.google.com/dlpage/gaoptout?hl=en>) to download and install the Google Analytics Opt-out Browser Add-on. As an alternative to the browser add-on, or for browsers used on mobile devices, you can also prevent Google Analytics recording your data by clicking on the following link. An opt-out cookie will be stored on your device, which will prevent the future recording of your data when visiting this website: Deactivate Google Analytics. The opt-out only works in this browser and for this domain. If you delete the cookies in this browser, you must click this link again.

Cobell Ltd uses the following types of Cookies:

\_\_utma  
\_\_utmb  
\_\_utmc  
\_\_utmt  
\_\_utmz

Compared to the Privacy Policy from Symrise (<https://www.symrise.com/privacy-policy/>), Cobell Ltd does not use the following passages of the PP.

- Contact Form
- YouTube
- Etracker
- Products and Services of wiredminds GmbH
- Data from an Application
- SSL or TLS Encryption

### **7. How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary considering the reason(s) for which it was first collected.

### **8. How and Where Do You Store or Transfer My Personal Data?**

We will only store or transfer your personal data within the European Economic Area (the "EEA"). The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein. This means that your personal data will be fully protected under the GDPR or to equivalent standards by law.

### **9. Do You Share My Personal Data?**

We will not share any of your personal data with any third parties for any purposes, subject to one important exception.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying

with legal obligations, a court order, or the instructions of a government authority.

With your permission, we will occasionally pass on the information you have provided to us within the Symrise Group so that you receive the information about Symrise you have requested.

Occasionally we may contract other companies to provide limited services on behalf of Cobell Ltd. This includes such services as website hosting and answering inquiries. These companies only receive the information from us which is required to provide the subcontracted service. The companies are required to maintain privacy with regard to your information and are not authorised to use the information for other purposes.

If any of your personal data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 8.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

#### **10. How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email addresses shown in Part 11. To make this as easy as possible for you, a Subject Access Request Form is available for you to use. Please ask us for one.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

#### **11. How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Data Manager, Cobell Ltd  
Email: [info@cobell.co.uk](mailto:info@cobell.co.uk)

#### **12. Security**

We have taken relevant technical and organisational measures in order to protect your stored personal information from accidental or intentional manipulation, loss, destruction, or access by unauthorised persons. Our security measures are continually updated in line with technological advances.

#### **13. Changes to this Privacy Notice**

We reserve the right to amend this Privacy Notice at any time with respect to applicable

**Cobell Ltd**

privacy regulations. Please check our website on regular basis.