



Atomising System Limited Privacy Notice

The Company is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we hold on you as a (potential) customer, contractor or supplier of the Company. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Description of processing

The following is a broad description of the way this organisation/ data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide manufacturing services, promote our goods and services, maintain our accounts and records and to support and manage our staff.

We also process personal information using CCTV system to maintain the security of the premises and for preventing and investigating crime.

Type/ class of information processed

We process information relevant to the above reasons/ purposes. This may include:

- personal details
- financial details
- goods or services
- visual images

Who the information is processed about

We process personal information about:

- customers and clients
- suppliers and services providers
- advisers, consultants and other professional experts
- complainants and enquirers
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individuals and also with other organisations. Where this is necessary we are required to comply with all aspects of the General Data Protection Regulations.

Where necessary or required we share information with:

- educators and examining bodies
- central government
- suppliers and service providers
- debt collection and tracing agencies
- financial organisations
- police forces
- security organisations

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, service providers, police forces, security organisation and persons making an enquiry.

Sharing your data

Your data will be shared with colleagues within the Company where it is necessary for them to undertake their duties. This includes, for example the accounts department for administering payment under your contract terms.

Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

Where we share your data with third parties, we provide written instructions to them to ensure that your data are held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for. Retention periods can vary depending on why we need your data, as set out below:

Data	Duration
Financial records	6 years after the end of our financial year
Your contact details, for the purpose of supplying you with our goods, or purchasing your goods or services	For the duration of our ongoing business relationship and for the duration of any contractual guarantee periods

Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice

- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request. You can read more about this in our Subject Access Request
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- the right to regulate any automated decision-making and profiling of personal data. We do not conduct any automated decision-making or profiling.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact The Data Controller.

Making a complaint

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

Data Controller

The Company's Data Controller is Simon Dunkley. He can be contacted on 0114 2626200.

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