



## PRIVACY NOTICE

Roscan Electronics Ltd. (hereinafter called the Company) strives to comply with applicable laws and regulations related to Personal Data. This Notice sets forth the basic principles by which the Company processes the personal data of consumers, customers, suppliers, business partners, employees and other individuals, collected by, or supplied to the Company.

### 1. Information that we need to collect

Our Personal Data Protection Policy governs the use and storage of your data. You can access our Personal Data Protection Policy at <http://www.roscan.co.uk/services-information-and-downloads/>

### 2. How we collect your data

When you communicate with the Company you may be asked to provide or you may give information about yourself including your name and contact details. This collection of information maybe from the following sources;

- Electronic communication such as emails.
- Enquiries via our website.
- Conventional methods such as letters, faxes, telephone conversations or completed forms.
- Customer surveys.

### 3. Why do we collect your data and what we do with it?

We need your personal data to provide you with the services you have requested from the Company, to administer customer and supplier accounts, to communicate information about important changes and developments to our service and to fulfil our obligations to our employees. This data may include;

- Names
- Positions
- Email addresses
- Business addresses
- Employee addresses and email addresses
- Employee emergency contact names addresses, phone numbers and email addresses.

NOTE: We keep the level of data retained to the minimum level required which is necessary for the performance of the legitimate interest pursued by the Company; we may be unable to fulfil or comply with our business obligations without this level of data.

#### **4. Information disclosure**

The data you provide us with will be held on our computers in the UK and may be backed up to secure cloud services with UK based data centres. It may be accessed by our staff or third parties who act on our behalf for the explicit purposes set out in this notice.

#### **5. How long do we keep it**

The Company employs measures to ensure your data is protected from access by unauthorised sources and against unlawful access, processing, destruction, damage, modification or accidental loss. We will retain your information for as long as the law requires.

#### **6. Accessing and updating your personal data**

You have the right to see the information we hold about you and to ask for it to have changes made to ensure its accuracy and that it is kept up to date.

You have the following rights with regards to your personal data;

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

#### **7. Changes to this privacy notice**

Any revisions made to the Privacy Notice will be posted on our website.

#### **8. Contact**

All comments and request with regards to use and retention of your data should be made to Cliff Withers, Projects Director at [cliff@roscan.co.uk](mailto:cliff@roscan.co.uk)