

IA TECHNICAL FAIR PROCESSING NOTICE

From 25 May 2018, when we process your personal data we are required to comply with the General Data Protection Regulation 2016 ("GDPR").

Your personal data includes all the information we hold that identifies you or is about you.

Processing your data, includes collecting, storing, amending, transferring and deleting it. We are therefore required to comply with the Data Protection Legislation to make sure that your information is protected and used appropriately.

This fair processing notice provides information about the personal data we process, why we process it and how we process it.

Our responsibilities

IA Technical is the data controller of the personal data you provide. We have appointed our IT Manager as privacy officer and they will have day to day responsibility for ensuring we comply with the Data Protection Legislation and dealing with any requests we receive from individuals exercising their rights under the Data Protection Legislation.

Why do we process your personal data?

We process your personal data in order to fulfil services or goods from you, and/or to provide the services or goods you have requested from us. We will also process your data in response to any queries or comments you submit to us.

We may need personal data from you to be able to enter into a contract with you and/or provide you with all the information you need. If we do not receive that personal data from you, we may be unable to fulfil our obligations to you.

We process most of your information on the grounds of our legitimate interest. You can withdraw your consent at any time. This won't affect the lawfulness of any processing we carried out prior to you withdrawing your consent.

Who will receive your personal data?

We only transfer your personal data to the extent we need to. Recipients of your personal data may include credit reference agencies and suppliers with whom we contract to provide you with certain elements of the services and professional advisers.

What are your rights?

You benefit from a number of rights in respect of the personal data we hold about you, below is a summary but more information is available from the Information Commissioner's Office website.

1. Access to your data
2. Rectification of your data
3. Right to be forgotten
4. Right to restrict processing
5. Data portability
6. Right to object

If you think we have processed your personal data unlawfully or that we have not complied with GDPR, you can report your concerns to the Information Commissioner's Office.

Any questions?

Please email dmorris@iatechnical.com