

Infineer Division of Emos Information Systems Ltd

PRIVACY NOTICE

Infineer is an operating division of EMOS INFORMATION SYSTEMS LTD Registered Office The Lennox,
Lennox Road, Basingstoke, RG22 4AP
We are registered with the Information Commissioner's Office under registration number: Z7741914

We are a Data Processor

We receive information to meet our legal, statutory and contractual obligations to enable us to provide our client with personalised ID, Transaction Cards, and Access Control cards

We only ever receive personal data from our clients and do not process the information in any other way than we are obliged to under our contract

Our Data Protection Officer can be contacted on 01256 328883 or dpo@infineer.com

Infineer takes privacy very seriously and will never disclose, share or sell data, unless required to do so by law. We only retain your data for as long as is necessary usually three months or as specified in our contract and take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect the received data from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place,

If we receive a request for any personal data or processing rights they will be passed to the relevant Data Controller

We do not share or disclose any personal information without a Data Controller's instruction, unless there is a legal requirement or to enforce our terms and conditions.

We do not transfer your data outside of the EEA and will always ask for consent if this becomes a requirement.

If we receive any of the following requests they will be passed to your Data Controller

- 1) If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible, unless there is a valid reason for not doing so, at which point you will be notified.
- 2) You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection law, however if this right is exercised then your ID card may no longer be valid.
- 3) If we receive a request for any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure
- 4) You have the right to access any personal information that **we** hold or process about you and to request information about: –
 - What personal data we hold
 - The purposes of the processing
 - The categories of personal data concerned
 - The recipients to whom the personal data has/will be disclosed
 - How long we intend to store your personal data for

Lodging A Complaint

Infiner only process your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with your data controller or the supervisory authority who are:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
SK9 5AF
0303 123 1113

16/05/2018