

Hi Spec Corporation Ltd

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Unit 4 • Fulcrum 4 • Solent Way • Whiteley • PO15 7FT

Privacy Policy

What we collect

Hi Spec Corporation Limited (Hi Spec) gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Hi Spec's registered office is Castle Farm Barn North, Denmead Road, Southwick, Hampshire. PO17 6EX. and we are a company registered in England and Wales under company number 3102216.

Our designated Data Protection Officer/Appointed Person is **Barbara Edwards** who can be contacted at office@hispecltd.co.uk

Information That We Collect

Hi Spec processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect is: -

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- Special Category Data (i.e. health/medical information, details about religion, ethnic origin etc)

We collect information in the below ways:-

- Website Enquiries
- Credit Account Applications
- Forms provided by the Employee

- Employment Contracts
- Employment Applications

How We Use Your Personal Data

Hi Spec takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. **The purposes and reasons for processing your personal data are detailed below :-**

- We collect and store your personal data for business accounting and to comply with our legal obligations which include disclosing financial information to HMRC.
- We process your personal data in the performance of a contract as your employer, to ensure that we meet our legal employer obligations and the requirements of employment law

Special Categories Data

As your employer, we have a legitimate interest and, in some cases, a legal obligation to process certain special category data about you. This can include, but is not limited to information about any disabilities, health conditions and religious requirements.

Where we collect such information, we do so under the GDPR's Article 9(2)b and the Data Protection Act Schedule 1, Part 1 (1) - Employment. We will only request and process the minimum necessary for the specified purpose and ensure that the required protective measures and security is placed on all special category data.

Your Rights

You have the right to access any personal information that Hi Spec processes about you and to request information about: -

- What personal data we hold about you
- 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
- If we did not collect the data directly from you, information about the source

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 do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Hi Spec uses third-parties to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Aegon Pension

They provide our Workplace pension scheme and we send them personal data including Names, D.O.B, National Insurance Number and the companies pension contribution for each employee, so that they can carry out their service which we are legally obliged to offer all Employees.

KT Accountants

They audit our accounts in order to meet the businesses legal obligations to HMRC, therefore have access to some personal information such as name, D.O.B and N.I number as well as some salary information if they need. Any data transferred is by way of a secure and encrypted data exchange system that is password protected.

SAGE

They provide us Technical support on their products which include SAGE Accounts and SAGE Payroll. They sometimes have access to your personal data such as Name, D.O.B, Address, N.I number and financial information you have previously provided us.

MEDHURST COMMUNICATIONS LIMITED

They provide us with I.T support and have access to our main server where we have data stored including your personal data.

More information can be found at http://medhurst-it.com/marketing/GDPR01.2_Privacy_Policy_%28Data_Protection_Policy%29.pdf

http://medhurst-it.com/marketing/2018_Medhurst_Information_Security_Policy.pdf

WISE GRAPHICS

They have produced and control our website: www.hispecltd.co.uk

Safeguarding Measures

Hi Spec takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including :- **Restricted access, IT authentication, firewalls, anti-virus/malware and password policies**

Consequences of Not Providing Your Data

You are not obligated to provide your personal information to Hi Spec, however, as this information is required for us to **provide you with our services and deliver your products**, we will not be able to offer some/all our services without it.

How Long We Keep Your Data

Hi Spec only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Lodging A Complaint

Hi Spec Corporation Limited only processes 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 the supervisory authority.

Hi Spec Corporation Limited

Barbara Edwards

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