Alpha 56 Solutions Limited Privacy Policy

1. Privacy notice

It is of utmost importance to Alpha 56 Solutions Ltd that your personal data is processed in a correct and safe way. In this privacy notice we describe how, and why we process your data.

Processing of your data may occur when you purchase or request information about our products/services or when you contact us.

This is how Alpha 56 Solutions is approaching the updated General Data Protection Regulation.

We only collect the personal data needed to provide our products and services and to conduct our business.
We protect the data we collect.
We only use the collected data for the purpose it has been collected for.
We delete the data we no longer need.
We inform the data subjects about how and when personal data is collected.
We inform relevant parties, such as data subjects and authorities, in the event of a personal data breach.

2. General

This Privacy notice describes how Alpha 56 Solutions processes your personal data.
We respect your right to integrity, and we are committed to complying with current data protection legislation.

We want to make sure you are aware of what sort of data we collect from you, how this data is used, and how we protect it.

This notice also describes your rights and how you can contact us if you have any questions regarding the processing of your personal data.

Responsibility of the controller:
Alpha 56 Solutions collecting your personal data is responsible as Controller.

For details about Alpha 56 Solutions company, see “Contact details” at the end of this notice.

How do we process your personal data?
Alpha 56 Solutions collects personal data in several ways, and on several occasions, for instance when you use our website, purchase or request information about our products/services or when you contact us.

3. Data that we may process

a. When you purchase a product or service from us

Personal data
Name, e-mail, telephone number, company, delivery and invoicing address, role.

Purpose of processing
The purpose of the processing is for Alpha 56 Solutions to fulfil its commitment towards you as a customer as well as to be able to send an invoice for the product or service. We also need to comply with laws and regulations.

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Lawfulness of processing
Performance of a contract and legal obligation.

Retention period
We will store your data for as long as necessary to fulfil the purpose.

b. <u>When you contact us regarding our products or services</u>

Personal data
Name, e-mail, telephone number, company, address, role.

Purpose of processing
To be able to answer your questions, provide the correct products and services as well as to provide relevant information.

Lawfulness of processing
Performance of a contract or to take steps towards entering a contract, legitimate interests, or consent.

Retention period
We will store your data for as long as necessary to fulfil the purpose.

c. <u>When you visit our website</u>

Personal data
General data such as language settings, browser settings, use of our website, time zone, geographic information, operating system, platform, and screen resolution (via statistical tool).

Additionally, we may collect;

Name, company, delivery address, e-mail and telephone number if you fill in a service request form (RMA).

Name, company and e-mail if you sign up for our newsletter Name and e-mail if you contact us through our website.

Purpose of processing
Provide, execute and improve our services.

Lawfulness of processing
Performance of a contract or to take steps towards entering a contract, legitimate interests or consent.

Retention period
We will store your data for as long as necessary to fulfil the purpose.

d. <u>When you visit our offices</u>

Personal data
Name, company and telephone number is entered into our visitor's log.

Purpose of processing
For emergency preparedness i.e. to know what visitors are present in the building in case evacuation is needed.

Lawfulness of processing
Legitimate interest and consent.

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Retention period
The visitors log is deleted within maximum 12 months.

e. <u>When you apply for a job</u>

Personal data
Name, address, telephone number, e-mail, gender, birthdate, citizenship and other information that you choose to provide in your CV/application documents.

If you are employed, we will also process data necessary for payroll management, such as salary and bank details. This personal data is collected in the hiring process, through your employer contract.

Purpose of processing
Necessary for the recruitment/employment process and documentation.

Lawfulness of processing
Performance of a contract or to take steps towards entering a contract, legitimate interests, legal obligation and/or consent.

Retention period
Applications are stored for a maximum of 300 days.

If you are employed, your data will be stored during your employment period + 1 year, unless otherwise required by other legislation (accounting, tax).

When you are employed by us;

Personal data
Name, address, telephone, e-mail address, gender, year of birth, citizenship and other information contained in your contract of employment.

When you are hired, we will process data necessary for payroll, such as salary and bank details, insurance and pension contributions.

Purpose of the processing
Necessary documentation on order to handle the employment.

Lawfulness of processing
Employment contract, legitimate interests, legal obligation and/or consent.

Retention period
As an employee, your data is saved during the employment period + 1 year, provided that there is no other legislation that requires longer retention (e.g. accounting and tax rules).

f. <u>As a supplier to Alpha 56 Solutions Ltd</u>

Personal data
Name, company, address, e-mail, telephone number and relevant information for the specific contract.

Purpose of processing
To maintain effective business operations.

Lawfulness of processing

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Performance of a contract or to take steps towards entering a contract, legal obligation.

Retention period
We will store your data for as long as necessary to fulfil the purpose.

4. To whom may we disclose your personal data?

We use various suppliers/providers products and services to our IT-infrastructure. This means that these suppliers/providers may process your personal data. Alpha 56 Solutions may also disclose your personal data to sub-suppliers, to be able to provide the agreed product or service.

Suppliers and sub-suppliers are in such instance's processors of personal data and may only process the data according to Alpha 56 Solutions instructions.

Alpha 56 Solutions may, in some cases, be obliged to disclose information to authorities as required by law or court rulings.

5. Where do we process your personal data?

Alpha 56 Solutions strives to always process your personal data within the EU/EES. However, in some circumstances processing might take place at a third party outside the EU/EES, for example an IT-system provider or sub-supplier. Alpha 56 Solutions will always implement necessary legal, technical, and organisational measures to ensure your personal data is processed with at least the same level of protection that is provided within the EU/EES.

6. Your rights

Right to revoke your consent
If you have provided us with personal data on the legal basis of consent, you have the right to revoke your consent to certain processing, at any time. If you revoke your consent, we will cease the processing of data covered by the consent and erase it.

Right of access
Upon request, you have the right to obtain confirmation as to whether or not your personal data is being processed by Alpha 56 Solutions, and, where that is the case, access to that personal data. Unless otherwise requested, the information will be provided as an electronic copy. Alpha 56 Solutions will then respond to your request within 30 days and provide you with the registered information stored.

Right to rectification and erasure
You have the right to obtain rectification of any personal data that is inaccurate. In some cases, you also have the right to obtain erasure of personal data ("to be forgotten") as long as the processing is no longer necessary in relation to the purposes for which they were collected.

Alpha 56 Solutions will then promptly rectify and/or release your personal data without unnecessary delay.

Alpha 56 Solutions may also be forced to retain certain information to comply with legal obligations.

Right to object and the right to restriction of processing
You have the right to object to the processing of your personal data, e.g. for direct marketing purposes and, in case we process your data on the legal basis of legitimate interests.

You also have the right to restrict the processing, for example if you consider the data to be inaccurate.

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Right to data portability
In certain cases, you have the right to receive the data you have provided to us. In such cases, Alpha 56 Solutions will provide the data in a structured and machine-readable format.

You also have the right to request that the data is transmitted to another controller, where technically feasible.

7. Questions and complaints

If you have any questions regarding the processing of your personal data, you are welcome to contact Alpha 56 Solutions, see further details below.

8. Contact details

Email: info@alpha56.co.uk

Alpha 56 Solutions Ltd

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