



BALDWIN BOXALL

LEADING THE WAY TO SAFETY

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

2. Responsibilities

- 2.1 The Data Protection Officer / GDPR Owner is responsible for ensuring that this notice is made available to data subjects prior to Baldwin Boxall collecting/processing their personal data.
- 2.2 All Staff of Baldwin Boxall who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

3.1 Who are we?

Baldwin Boxall is a British designer and manufacturer of Life Safety Communication systems (Voice Alarm and Emergency Voice Communication).

Based in East Sussex, UK, the company prides itself not only on the quality of design and build of its products, but also on its customer service and support, which Directors and staff believe is paramount to their success. Customer testimonials and long-term customer relationships prove this to be the case. The company has also recently been awarded the 'Made in Britain' Marque.

Our GDPR Owner and data protection representatives can be contacted directly here:

- nick@baldwinboxall.co.uk
- +44 (0)1892 664 422

PRIVACY NOTICE (TIER 4)

The personal data we would like to *collect from you* is:

Personal data type:	Source
Work email	Exhibitions, meetings, via business cards (handed out via customer) or from incoming emails, orders and quotation requests
Work address	Exhibitions, meetings, via business cards (handed out via customer) or from incoming emails, orders and quotation requests
Work phone number	Exhibitions, meetings, via business cards (handed out via customer) or from incoming emails, orders and quotation requests
Work mobile number	Exhibitions, meetings, via business cards (handed out via customer) or from incoming emails, orders and quotation requests
Business bank account	Account application form
Business emails	B2B

The personal data we collect will be used for the following purposes:

- Payments received
- Contact staff
- Business related telephone calls
- Business related emails
- Project related emails
- Marketing of newsletters, new products and invites to exhibitions

Our legal basis for processing for the personal data:

- Business to business
- Marketing purposes (we offer an opt out within all marketing emails)
- Project work

3.2 Disclosure

Baldwin Boxall will not pass on your personal data to third parties.

3.3 Retention period

Baldwin Boxall will process personal data and store the personal data for as long as our customer allow us to.

3.4 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Baldwin Boxall refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

3.5 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Baldwin Boxall, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and Baldwin Boxall's GDPR Owner.

Contact details of the GDPR owner are:

	GDPR Owner contact details
Contact Name:	Nick Baldwin
Address line 1:	Baldwin Boxall
Address line 2:	Wealden Ind Est
Address line 3:	Crowborough
Address line 4:	East Sussex
Address line 5:	TN6 2JR
Email:	nick@baldwinboxall.co.uk
Telephone:	+44 (0)1892 664 422

3.6 On Line Privacy statement

Read our on line privacy statement here:

<http://www.baldwinboxall.co.uk/privacy-policy/>

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

How will Baldwin Boxall use the personal data it collects about me?

Baldwin Boxall will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. Baldwin Boxall is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be

governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will Baldwin Boxall contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that the organisation holds about me?

Baldwin Boxall at your request, can confirm what information we hold about you and how it is processed. If Baldwin Boxall does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Baldwin Boxall or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

PRIVACY NOTICE (TIER 4)

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What forms of ID will I need to provide in order to access this?

Baldwin Boxall will accept a request for personal data from a formal letter preferably on company letterhead.

Contact details of the GDPR Owner:

	GDPR Owner contact details
Contact Name:	Nick Baldwin
Address line 1:	Baldwin Boxall
Address line 2:	Wealden Ind Est
Address line 3:	Farningham Road
Address line 4:	Crowborough
Address line 5:	TN6 2JR
Email:	nick@baldwinboxall.co.uk
Telephone:	+44 (0)1892 664 422

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Document Owner and Approval

The GDPR Owner is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.



Signature:

Date: 01/05/2018

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Nick B	01/05/2018