



Integrated Design Supplier Privacy Notice

Issue: A0

Reference: DP-SPN01

Integrated Design Ltd (IDL) are committed to maintaining the trust and confidence of our Suppliers. In particular IDL does not share in any way personal or company details for marketing purposes, data is collected to enable IDL to work with our suppliers during the course of our business in providing products to the pedestrian entrance control market sector.

This statement is provided with the intention to comply with your right to be informed under the General Data Protection Regulation.

We will hold and process the following information:

1. Your company and contact details including your company name, address, contact names, telephone numbers, email address, company registration number and insurance details.
2. Particulars of our purchase orders and your account history with IDL.
3. Financial information including your bank details and any 3rd party credit checks undertaken.
4. Particulars of your company's core competency including any references, licences, certificates and training details that may be requested.
5. Copies of your invoices and delivery notes.
6. Copies of letters and communications between us and you.
7. We may process information from our websites.
8. We may process information from our premises CCTV system.

We are the controller of this information and we are also the processor of this information. This data has been gathered with your consent and in the legitimate interest of placing purchase orders with you for the supply of materials, components, sub-assemblies and services that the company may require for the operation of our business.

It will also be necessary for us to hold and process this data in the interests of purchasing goods and services from you to meet our requirements.

The officer responsible for the protection of your data is:

Mr. Lorraine Huff
Tel. 0208 8905550
Email: lmh@idl.co.uk
Integrated Design Ltd
Feltham Point
Air Park Way
Feltham
Middlesex
TW13 7EQ

Your data will be used to provide;

1. Place orders for the supply of goods or services to our requirements. Your company details will be used to request a quotation for the specified goods or services, your banking details will be used to provide payments against your invoices.
2. When visiting our premises you may be recorded on our CCTV system, the system is strictly used for maintaining the security or property and premises. Our system is registered with www.whoiswatchingme.org, our scheme reference is ZXDR-2351-3421-7107. Information may be processed from our external and internal cameras which may include visual images, personal appearance and behaviours. Where necessary or required this information is shared with data subjects, employees, service providers, police forces, or persons making an enquiry.
3. Our websites use Cookies which is a file that is transferred from our website to the user's computer. IDL uses Cookies to track your activities on our website only.



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This is done on the basis of your consent and the legitimate interests of purchasing materials, goods and services from you.

The recipients of your data is Integrated Design Ltd, we anticipate that we may need to share data with organisations, shared data will always be limited to the minimum required and only provided for legitimate reasons during the course of our business and not for any marketing purpose.

You have the right to be informed of fair processing information with a view to transparency of data; this statement is intended to fulfil that right.

You have the right to access the information we hold. You should make such a request in writing to **Lorraine Huff** using the above contact information.

You have the right to request the information we hold is rectified if it is inaccurate or incomplete. You should contact **Lorraine Huff** using the above contact information and provide him with the details of any inaccurate or incomplete data. We will then ensure that this is amended within one month.

You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing.

You have the right to withdraw your consent at any time.

You have the right to lodge a complaint with IDL which will be followed up according to our complaints procedure; alternatively you may contact a supervisory authority such as the Information Commissioner's Office.

Our Privacy Notices and Security Policy is reviewed annually as part of the company's management processes.