

# GDPR FAIR PROCESSING SUMMARY



## OUR COMPANY

We are Harris RCS Ltd, Precision Engineers based in Exhall, Coventry. This Data Processing Summary explains your privacy rights and how we gather, use and share information about you or your employees. If you wish to contact us regarding this please email [b.walters@harrisrscs.com](mailto:b.walters@harrisrscs.com).



## YOUR RIGHT OF ACCESS TO YOUR DATA

You have the right to know what data we hold about you and why. You can also ask to view, correct or remove content and if appropriate restrict or stop processing of your data. You can ask for a copy of your data at any time and request its removal should your company cease trading with us or should you leave your company's employment. You have a right to complain to us and to the data protection regulator in the event of a dispute.



## HOW DO WE COLLECT PERSONAL INFORMATION ABOUT YOU

In dealing with your company as a customer or supplier you may provide us with your name, job title, company telephone number and email address. We may also hold bank account details to enable electronic funds transfer. If you visit our premises we may elicit your vehicle registration number in our visitors book. We use CCTV to protect our premises therefore any visitor will be captured by these cameras. We do not currently use voicemail or record telephone conversations for any reason. If your staff visit our company website and submit an enquiry we will collect the information supplied on that form.



## HOW DO WE USE THE INFORMATION WE HOLD ABOUT YOU

In the normal course of business we process and expedite orders, produce and receive invoices, make and receive payments. To do this requires us to contact the relevant staff within your organisation by telephone or email and vice versa. To perform these functions we need some personal data from yourselves which will be held and utilised to make business contact and for no other purpose. The data recorded in our visitors register and by our CCTV cameras is only used for security and health & safety purposes.



## SHARING AND TRANSFERRING PERSONAL INFORMATION

We will not pass on personal details held about our customers and suppliers without their express permission. We will however comply with requests made by regulators, law enforcement agencies and government bodies. If circumstances allow we will inform the individual/s involved in this process.



## STORING AND RETAINING PERSONAL INFORMATION

We will keep your personal information securely for as long as we need for the purposes described earlier in this document. We will delete any data which ceases to be valid due to expiry of the business relationship or staff departures.



## PROVIDING CONSENT

In dealing with you as a customer or supplier, consent is implied in order to conduct the business relationship. Where you have given us express consent you have the right to withdraw it at anytime. However this may impact on our ability to continue the working relationship.