

General Data Protection Regulations Privacy Notice for Clients, Suppliers & Sub-contractors

We take great care of all information, (including individuals' personal data), provided to us by our clients, suppliers and sub-contractors.

Under your right to be informed, this Privacy Notice explains how Zetica Ltd (the Company) complies with the General Data Protection Regulations 2018 and sets out your rights under the regulations.

Information we process about you and why:

Zetica Ltd needs to collect specific information from you in order to maintain a business relationship with you. The purposes for which the information is gathered includes the following:

- To carry out due diligence on you and/or your company as a prospective client to Zetica Ltd. This includes assessing your financial standing and gathering all relevant information in order to, potentially, enter into a contract with you.
- An assessment of suppliers & sub-contractors - to confirm you satisfy our standards in order to supply products to us or work on our behalf on projects.
- For all categories, as a minimum, we will need to process:
 - Contact name/s, company address, accounts details, email/s and telephone number/s, bank account information.
- Additionally, where appropriate, if you do submit personal information to us, you are consenting to us contacting you in order to get feedback on our performance and to send you limited information on our products and services which we feel may be of interest to you.

If you choose to provide Zetica Ltd with additional personal information, such as that of directors, employees and/or owners of your company or any third party's personal information, we understand that you will only do this with the permission of the relevant person.

If you do not wish to provide personal information to us, we may not be able to proceed with a business relationship with you.

Legal basis for processing personal information:

- Client data needs to be processed under the lawful basis of 'Contract' (entering into a contract) and also 'Legitimate Interest' (the processing is necessary for the Company's legitimate interests or those of a third party).
- Suppliers/sub-contractors data needs to be processed under the lawful basis of 'Legitimate Interest' (the processing is necessary for the Company's legitimate interests or those of a third party) and also 'Legal Obligation' where we have to comply with the law and the processing is not related to your contract with us.

We may share your information:

- With third-party service providers who perform business operations on our behalf or carry out training and/or assessments including drugs and alcohol screening.
- When required by law and/or government authorities.

Retention of your information:

- We will retain your information for as long as is necessary for the purpose for which we obtained the data and for the period required for any other connected and legitimate purpose (such as – in the defence of a claim against the Company).

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- Retention is based on business needs and your information that is no longer needed is either irreversibly anonymised (and the anonymised information may be retained) or securely destroyed.

Data breaches:

The Company has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner's Office (or any other applicable supervisory authority or regulator) and you, of a suspected breach where we are legally required to do so.

Your right of access:

You have the right to obtain confirmation about how we are processing your data and what data we hold about you. Should you wish to obtain personal data held by the Company, you will need to make an access request to the Company's Data Controller representatives:

- Mandy Eriksen mandy@zetica.com or
- Annie McGuire annie@zetica.com

The information will be provided within 1 month of the request unless there are exceptional reasons for not doing so.

Right to rectification:

If any information is found to be incorrect, contact us and it will be rectified.

Right to complain:

If you wish to complain, please contact either of the Data Controller representatives (above). If you are dissatisfied with our response, you have the right to complain to the Supervisory Authority, the Information Commissioner's Office, website: <https://ico.org.uk/concerns/>