



GDPR POLICY

For

Panda Engineering (Bfd) Ltd

1	25/04/2019	FIRST ISSUE	K ALLENBY		K DOYLE
ISSUE	DATE	DESCRIPTION OF CHANGE	PREPARED BY	APPROVED BY	REVIEWED BY



Purpose of this Policy

The GDPR is a data and privacy security legislation which was developed by the European Parliament and Council for the protection of data rights of the EU citizens. Companies that collect or process the data of EU citizens, are required to comply with this regulation.

One of the key aims and requirements of the GDPR is to keep EU citizens informed of how businesses collect, use, share, secure and process their personal data.

Under the GDPR, we are required to inform our customers about why we are processing their data and for how long we will you store it.

The Data Controller

Panda Engineering (Bfd) Ltd (a subsidiary of kadops Holdings Ltd) is the Data Controller of the information you provide to us.

For more information about Panda Engineering (Bfd) Ltd please visit our website at <http://panda-engineering.co.uk/>

Your Rights

The GDPR requires us to tell our users about their 8 rights under the GDPR, which are:

1. The right to be informed; This means anyone processing your personal data must make clear what they are processing, why, and who else the data may be passed to.
2. The right of access; this is your right to see what data is held about you by a Data Controller.
3. The right to rectification; the right to have your data corrected or amended if what is held is incorrect in some way.
4. The right to erasure; under certain circumstances you can ask for your personal data to be deleted. This is also called 'the Right to be Forgotten'. This would apply if the personal data is no longer required for the purposes it was collected for, or your consent for the processing of that data has been withdrawn, or the personal data has been unlawfully processed.
5. The right to restrict processing; this gives the Data Subject the right to ask for a temporary halt to processing of personal data, such as in the case where a dispute or legal case has to be concluded, or the data is being corrected.
6. The right to data portability; a Data Subject has the right to ask for any data supplied directly to the Data Controller by him or her, to be provided in a structured, commonly used, and machine-readable format.
7. The right to object; the Data Subject has the right to object to further processing of their data which is inconsistent with the primary purpose for which it was collected, including profiling, automation, and direct marketing.
8. Rights in relation to automated decision making and profiling; Data Subjects have the right not to be subject to a decision based solely on automated processing.



Data Protection Principles

Panda Engineering has adopted the following principles to govern its collection and processing of Personal Data:

- Personal Data shall be processed lawfully, fairly, and in a transparent manner.
- The Personal Data collected will only be those specifically required to fulfil our contractual requirements. Such data will only be processed for that purpose.
- Personal Data shall only be retained for as long as it is required to fulfil contractual requirements.
- Personal Data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are collected and/or processed. Personal Data shall be accurate and, where necessary, kept up to date.

If you have any concerns about the way we handle your personal data or for general data protection queries please email our Data Protection Officer at kirstie@panda-engineering.co.uk.

Legal Basis for Processing:

At least one of these must apply whenever personal data is processed:

1. Consent: the individual has given clear consent for the processing of their personal data for a specific purpose.
2. Contract: the processing is necessary for compliance with a contract.
3. Legal obligation: the processing is necessary to comply with the law (not including contractual obligations).
4. Vital interests: the processing is necessary to protect someone's life.
5. Public task: the processing is necessary to perform a task in the public interest, and the task or function has a clear basis in law.
6. Legitimate interests: the processing is necessary for the legitimate interests of the Data Controller unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

X

Kieran Doyle
Director