

Purpose of policy	<p>The purpose of this policy is to enable Rasmia Designers Ltd to:</p> <ul style="list-style-type: none"> • Comply with the law in respect of the data it holds about individuals • Follow good practice • Protect Scadahtech Welding customers, suppliers, staff and other individuals • Protect the organization from the consequences of a breach of its responsibilities
Personal Data	<p>Personal data relates to a living individual who can be identified from that data. Identification can be by the data alone or in conjunction with any other data in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR)</p>
Brief introduction to the General Data Protection Regulation	<p>All organizations that hold personal data must do so in accordance with the principles of data protection, which provide that personal data must be:</p> <ul style="list-style-type: none"> • Processed lawfully, fairly and in a transparent manner. • Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. • Adequate, relevant and limited to what is necessary in relation to the purposes for which it is used. • Accurate and, where necessary, kept up to date. • Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed. • Kept securely.
Use of Personal data	<p>Rasmia Designers uses personal data for the following purposes:</p> <ul style="list-style-type: none"> • To provide a record of purchases and sales of products, for warranty and re-ordering purposes. • To keep accounting and tax records. • To forward accounting and tax records to accountant.

	<ul style="list-style-type: none"> • To return VAT and tax information to KRA. • To inform you of your obligations regarding safety checks, servicing and calibrations of equipment.
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<p>Policy Statement</p>	<p>Rasmia Designers will:</p> <ul style="list-style-type: none"> • Comply with both the law and good practice. • Respect individual's rights. • Be open and honest with individuals whose data is held. • Provide training and support for staff who handle personal data, so that they can act confidently and consistently. <p>Rasmia Designers recognizes that its first priority under the GDPR is to avoid causing harm to individuals. In the main this means:</p> <ul style="list-style-type: none"> • Keeping data securely in the right hands. • Holding good quality data.
<p>Key Risks</p>	<p>Rasmia Designers has identified the following potential key risks, which this policy is designed to address:</p> <ul style="list-style-type: none"> • Breach of confidentiality (data being given out inappropriately). • Insufficient clarity about the range of uses to which data will be out – leading to Data Subjects being insufficiently informed. • Failure to offer choice about data use when appropriate. • Breach of security by allowing unauthorised access. • Harm no individuals if personal data is not up to date,
<p>Responsibilities</p>	
<p>Staff</p>	<p>All staff are required to read, understand and accept any policies and procedures that relate to the personal data they may handle in the course of their work.</p>

Data Storage	
Security Breach	<p>If personal data is lost /damaged, Rasmia Designers will:</p> <ul style="list-style-type: none"> • Inform the individual concerned <p>If personal data is stolen, Rasmia Designers will:</p> <ul style="list-style-type: none"> • Inform the individual concerned • Inform the police
Sharing	Your personal data will be treated as strictly confidential and will only be shared with other third parties with your consent.
Retention	Personal data will be held for 7 years. Electronic data will be securely deleted from Rasmia Designers computers. Paper data will be shredded.

Security	
Computer security measures	<p>Rasmia Designers will:</p> <ul style="list-style-type: none"> • Install a fire wall, virus-checking software and an anti-spyware tool on its computers. • Make sure that its operating system is set up to receive automatic updates. • Protect its computers by downloading the latest patched or security updates, which should cover vulnerabilities. • Only allow its staff access to the data they need to do their job and won't let them share passwords. • Take regular back- ups of the data on its computer system and keep them in a separate place so that if it loses its computers, it doesn't lose the data. • Securely remove all personal data before disposing of old computers (by using technology or destroying the hard disk).

Email security measures	<p>Rasmia Designers will:</p> <ul style="list-style-type: none"> • Consider whether the content of the email should be encrypted or password protected. • Use BCC, not CC, when it wants to send an email to a recipient without revealing their address to other recipients.
Other security measures	<p>Rasmia Designers will:</p> <ul style="list-style-type: none"> • Shred all confidential paper waste • Check the physical security of its premises
Your Rights	
Right to access	<p>The GDPR allow individuals to access their personal data so that they are aware of and can check the lawfulness of the use and the accuracy of the data.</p> <p>Rasmia Designers has 1 month from the receipt of the request to comply.</p>
Right to rectification	<p>Individuals have the right to have their personal data rectified if it is inaccurate or incomplete.</p> <p>If the data has already been given to third parties, Rasmia Designers must tell those third parties of the correction.</p> <p>Rasmia Designers must also tell the individuals about the their parties to whom the data has been given.</p>
Right to erasure (also known as the right to be forgotten)	<p>Individuals have the right to request the deletion or removal of personal data where there is no compelling reason for its continued processing.</p>

Right to restrict processing	<p>Individuals have the right to restrict processing of their personal data in certain circumstances (for instance if a person believes his/her personal data is inaccurate or he / she objects to the processing). If processing is restricted, Rasmia Designers can still store the data but cannot otherwise use the data.</p>
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Right to data portability	Individuals have the right to obtain and reuse personal data for their own purposes or to transmit that data to another Data Controller
Right to object	Individuals have the right to object to the processing of personal data
Right to complain	Individuals have a right to complain if they think that there is a problem in the way that Rasmia Designers deals with their personal data
Further Processing	
New purposes	If Rasmia Designers wishes to use your personal data for a new purpose, not covered by this Privacy Notice the RASMIA DESIGNERS will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, RASMIA DESIGNERS will seek your prior consent to the new processing.
Contact Details	To exercise all relevant right, queries or complaints please in the first instance contact the management at Rasmia Designers Ltd.