

# LENALEA ELECTRONICS LIMITED DATA PRIVACY NOTICE

At Lenalea Electronics Limited we take your privacy seriously. It is important that you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you. This document is being provided to you in line with our obligations under the General Data Protection Regulation (GDPR) which came into force on 25 May 2018.

- **Who we are**  
Throughout this notice 'we', 'us' and 'our' refers to Lenalea Electronics Ltd. Your information is held by us and processed by us.
- **Reasons/purposes for processing information**  
We process personal information to enable us to provide an electronic contract manufacturing service, promote our services, meet our legal obligation for business and tax purposes to maintain our accounts and records to support and manage our staff. We also hold personal information using a CCTV system to maintain the security of the premises and for preventing and investigating crime.
- **The information we collect about you**  
We process information relevant to the above reasons/purposes. This may include:
  1. Personal details
  2. Family details
  3. Lifestyle and social circumstances
  4. Financial details
  5. Employment and education details
  6. Goods or services
  7. Visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

1. Physical or mental health details
  2. Offences of alleged offences
  3. Racial or ethnic origin
  4. Religious or other beliefs of a similar nature
- **Who the information is processed about**  
We process personal information about:
    1. Our employees
    2. Customers and clients
    3. Suppliers and service providers
    4. Advisers, consultants and other professional experts
    5. Complainants and enquirers
    6. Individuals captured by CCTV images

- Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

1. Family, associates and representatives of the person whose personal data we are processing
2. Employment and recruitment agencies
3. Current, past and prospective employers
4. Educators and examining bodies
5. Central government
6. Workplace pension provider
7. Credit references agencies
8. Suppliers and service providers
9. Debt collection and tracing agencies
10. Financial organisation
11. Police forces
12. Security organisations

When sharing information all safeguarding measure will be adhered to as noted with our Data Protection Policy, copy of which is available on request.

- How long we keep your data  
How long we hold your data for is subject to legislation and regulatory rules we must follow, set by central government. We will not hold data for longer than is required.
- How to exercise your information rights  
From 25 May 2018, you will have several enhanced rights in relation to how we use your information, including the right, without undue delay, to:
  - Find out if we use your information, access your information and receive copies of your information;
  - Have inaccurate/incomplete information corrected and updated;
  - In certain circumstances, to have information deleted or our use of your data restricted;
  - Exercise the right to data portability (i.e. obtain a transferable copy of your information we hold to transfer to another provider)

If you wish to exercise any of your data rights, you can contact us at [dfoster@lenalea.com](mailto:dfoster@lenalea.com), by mail to Lenalea Electronics Ltd, 30 Fairgreen Road, Markethill, BT60 1PR or by contacting 028 3755 2752.