

PRIVACY POLICY

The company is committed to conducting its business in accordance with all applicable data protection laws and regulations and in line with the highest standards of ethical conduct.

Personal data is any information (including opinions and intentions) which relates to an identified or identifiable person. Personal data is subject to certain legal safeguards and other regulations, which impose restrictions on how it may be processed by organisations. An organisation that handles personal data and makes decisions about its use is known as a data controller. The company, as a data controller, is responsible for ensuring compliance with the data protection requirements. Non-compliance may expose the company to complaints, regulatory action, fines and/or reputational damage.

The company's leadership is committed to ensuring continued and effective implementation of this policy and expects all employees and third parties to share in this commitment. Any breach of this policy will be taken seriously and may result in disciplinary action.

Information we collect

Workers - we are required to collect and process personal information relating to those who work for us. To ensure our employees are aware of how we protect and manage their personal data we will always be clear about what data we hold and how it is managed.

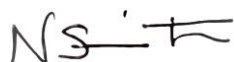
Operations - If you enquire about our goods / services or have done business with us in the past we may hold some personal information about you such as telephone number or email and we will only use this information for the purpose it was collected.

We will never sell your data or share it with any 3rd parties who might use it for any other purpose.

Data Retention - we will only hold personal data as long as we need it and we have systems in place for the management of and retention of data.

Data Subject Access - please contact us if you wish to know whether we hold any personal data about you, if you wish the data we hold about you to be updated or if you would like us to erase your data.

Signed on behalf of HAKI Access Solutions Limited:

A handwritten signature in black ink, appearing to read "N S M".

Nick Smith
General Manager

Date: 31/12/21
Review Date: 30/12/22