

1.2: Data Protection Policy

INTRODUCTION:

The *Data Protection Act 1988* regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems.

Autac Products Ltd. will hold the minimum personal information necessary to enable it to perform its function. All such information is confidential and will be treated with care to comply with the law.

SUMMARY OF PRINCIPLES:

Data users must comply with the Data Protection principles of good practice which underpin the Act. These state that all personal data shall:

- (i) Be obtained and processed fairly and lawfully (that the subject of the data has consented to its collection and use);
- (ii) Be held only for specified purposes;
- (iii) Be adequate and relevant, but not excessive;
- (iv) Be accurate and kept up to date;
- (v) Be held for no longer than necessary;
- (vi) Be accessible for data subjects;
- (vii) Be subject to the appropriate security measures;
- (viii) Not be transferred to outside the EEA (European Economic Area, which includes the EU member states).

HOW WE HANDLE CUSTOMER & SUPPLIER PERSONAL INFORMATION:

Autac Products Ltd. respects the privacy of its customers and suppliers, and aims to act consistently with the Data Protection Act 1998. *Autac Products Ltd.* will hold and use data contained on its customers and suppliers for administrative purposes, to keep customers informed of activities, to offer goods and services provided by the company to customers, and for reference purposes on suppliers.

Personal information collected, is available only to *Autac Products Ltd.* and not for direct access by third parties.

COLLECTION OF PERSONAL INFORMATION:

Customers: *Autac Products Ltd.* collects personal information directly when:

- Customers deal with *Autac Products Ltd.* in person, by telephone, letter, fax or email;
- Customers make an enquiry via our website.

Suppliers: *Autac Products Ltd.* collects personal information directly from suppliers when:

- Orders need to be placed;
- Product/service information is required.

WHY WE COLLECT INFORMATION:

We collect customer personal information to enable us to provide various products and services in accordance with customer requirements. We collect supplier information to ensure required products conform to our requirements and to ensure that suppliers and products are certified to, and/or comply with required standards.

WHAT WE COLLECT:

- Business Name and Address (customers & suppliers);
- Contact Name and Contact numbers (customers & suppliers);
- Credit details for Account Set Up (customers);
- Drawings, specifications etc. (customers & suppliers).

USE AND DISCLOSURE:

Autac Products Ltd.'s policy is not to disclose any personal information that we hold on our customers and suppliers unless express consent has been received, or, where required by law.

SECURITY:

Autac Products Ltd. makes all reasonable efforts to ensure Personal Information is held securely.