



Reference: GDPRC/003  
Issue: 1  
Issue Date: 14/05/2018  
Effect from: 25/05/2018  
Review date: 30/12/2021

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## Illumino Ignis Limited – Privacy Policy

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### 1 Scope

All data subjects whose personal data is collected, in line with the requirements of GDPR.

### 2 Responsibilities

- 2.1 The Data Protection Officer/GDPR Owner is responsible for ensuring that this notice is made available to data subjects prior to Illumino Ignis Ltd collecting/processing their personal data.
- 2.2 All staff of Illumino Ignis Ltd who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

### 3 Privacy notice

#### 3.1 Who are we?

Illumino Ignis Ltd is an independent, professional, forward focused company specialising in the design, commission, supply and support of a wide range of fire safety, emergency lighting and disability products.

Our offices are based in Peterborough, Cambridgeshire, Cannock, West Midlands, Trowbridge, Wiltshire and Blackpool, Lancashire which facilitates our sales operation, technical department and our state of the art training facility.

Our GDPR owner and data representatives can be contacted directly here:

- [jeremy@illuminoignis.co.uk](mailto:jeremy@illuminoignis.co.uk)
- 0203 00 44 855





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The personal data we would like to collect from you is:

Personal data type:	Source:
Work address	Exhibitions, meetings, business cards (handed out by customer) or from incoming emails, orders and quotation requests
Work phone number	Exhibitions, meetings, business cards (handed out by customer) or from incoming emails, orders and quotation requests
Work email	Exhibitions, meetings, business cards (handed out by customer) or from incoming emails, orders and quotation requests
Work mobile number	Exhibitions, meetings, business cards (handed out by customer) or from incoming emails, orders and quotation requests
Business bank account	Account application form
Business emails	Exhibitions, meetings, business cards (handed out by customer) or from incoming emails, orders and quotation requests

The personal data we collect will be used for the following purpose:

- Payments received
- Contact staff
- Business related emails
- Business related telephone calls
- Project related emails
- Marketing or newsletters, new products and invites to exhibitions

Our legal basis for processing the personal data:

- Business to business
- Marketing purposes (we offer an opt out within all marketing emails)
- Project work

### 3.2 Disclosure

Illumino Ignis Ltd will not pass on your personal data to third parties.





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### 3.3 Retention Period

Illumino Ignis Ltd will process personal data and store the personal data for as long as our customer allows us to.

### 3.4 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject have the following rights:

- Right of access – You have the right to request a copy of the information that we hold about you.
- Right to rectification – You have the right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – In certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – Where certain conditions apply to have a right to restrict the processing.
- Right of portability – You have the right to have the data we hold about you transferred to another organisation.
- Right to object – You have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review – In the event that Illumino Ignis Ltd refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.5 below.

### 3.5 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Illumino Ignis Ltd, or how your complaint is being handled, you have the right to submit a complaint directly with the supervisory authority and Illumino Ignis Ltd.'s GDPR owner.





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Contact details of the GDPR owner are:

Name:	Mr Jeremy Bramley
Address Line 1:	Ignis House
Address Line 2:	Imperial Way
Address Line 3:	Eagle Business Park
Address Line 4:	Yaxley
Address Line 5:	PE7 3GP
Email:	jeremy@illuminoignis.co.uk
Telephone:	0203 00 44 855

### 3.6 On Line Privacy Statement

Read our on line privacy statement here:

<http://www.illuminoignis.co.uk/privacy-policy/>

#### Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

#### How will Illumino Ignis Ltd use the personal data it collects about me?

Illumino Ignis Ltd will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than necessary. Illumino Ignis Ltd is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.





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## Under what circumstances will Illumino Ignis Ltd contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

## Can I find out the personal data that the organisation holds about me?

Illumino Ignis Ltd, at your request can confirm what information we hold about you and how it is processed. If Illumino Ignis Ltd does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how any why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Illumino Ignis Ltd or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to submit a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as significance and expected consequences of such processing.





# Illumino Ignis Ltd

LIGHTING & FIRE DESIGN, SUPPLY & SUPPORT

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## What forms of ID will I need to provide in order to access this?

Illumino Ignis Ltd will accept a request for personal data from a formal letter preferably on company letterhead.

## Contact details of the GDPR owner:

	GDPR owner contact details
Contact Name:	Jeremy Bramley
Address Line 1:	Ignis House
Address Line 2:	Imperial Way
Address Line 3:	Eagle Business Park
Address Line 4:	Yaxley
Address Line 5:	PE7 3GP
Email:	jeremy@illuminoignis.co.uk
Telephone:	0203 00 44 855

## **Document owner and approval**

The GDPR owner is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of GDPR.

Signature:

Date: 14/05/2018

## **Change History Record**

Issue	Description of Change	Approval	Date of issue
1	Initial issue	Jeremy B	14/05/2018

