



InCap Electronics UK & Slovakia Privacy Notice

Who We Are

At InCap Electronics UK & Slovakia, we value our customer, supplier and service provider data. We strive to keep this data secure and use it only for intended purposes, in line with the General Data Protection Regulations (GDPR) 2018. This policy details when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Types of Data We Collect

Website

When someone visits www.awselectronicsgroup.com, we use a third-party service called Google Analytics in order to collect standard internet log information and details of visitor behaviour patterns. We do this to find out statistics such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

When someone visits www.awselectronicsgroup.com and fills out our 'Enquiries' Form, the details entered are sent to our marketing team who then allocate the enquiry to the relevant department required for a response. This information is only processed in order to answer the enquiry raised.

We use a third-party cloud-based web development platform called Wix.com, in order to build and maintain our website. Wix websites automatically use cookies to give visitors the best, most personalised user experience. First-time visitors to our website are asked for permission to store some of their preferred settings via a pop-up alert. This will only appear the first time a visitor enters the site and covers all pages on the website. To learn more about cookies, please visit www.allaboutcookies.org.

Mailing Lists

As part of the online registration process for our InCap e-newsletter at www.awselectronicsgroup.com or www.incapcorp.com, you are required to tell us your full name and email address. This is required in order to subscribe you to the newsletter mailing list as requested. We do not rent or trade email lists with other organisations and businesses.

We use a third-party provider, Mailing Manager, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see Mailing Manager's privacy notice here: www.mailingmanager.co.uk/privacy-policy.php. You can unsubscribe at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing our data protection team: gdpr@awselectronicsgroup.com.

Public Relations

As part of our promotional activities, there may be occasions whereby customer, supplier and/or service provider data is collected and published on our website, newsletter and/or in online/print publications. This data may include photographs of individual(s), full names, and/or company contact information. This data will only be created and used with the verbal or written consent of the individual(s) concerned.

Sales and Quotations

Should you or your organisation express a legitimate interest in our company and the services we provide, we will need to collect certain personal data in order to progress any potential or existing business



opportunities with you. This information may include the full name(s) of any relevant contact(s) along with contact information for the person(s) such as an email address and/or telephone number. This data is used to process any requests for information, quotations, and to discuss any potential or existing contracts, orders and/or queries.

Suppliers and Service Providers

Should InCap Electronics UK & Slovakia require the services of your organisation, we will need to collect certain personal data in order to progress any potential or existing business opportunities with you. This information may include the full name(s) of any relevant contact(s) along with contact information for the person(s) such as an email address and/or telephone number. This data is used to process any requests for information, quotations, and to discuss any potential or existing contracts, orders and/or queries.

CCTV

InCap Electronics UK & Slovakia use Closed Circuit Television (CCTV) cameras with monitoring and recording capabilities. CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor employees when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about employees, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry. InCap Electronics UK and InCap Electronics Slovakia, are both registered with the Information Commissioner's Office (ICO) for CCTV operations.

Visitor Information

When individuals visit our facilities, we are required to collect certain personal data for health and safety purposes. You will need to complete the relevant visitor forms in order to visit our sites which include data such as your name, organisation and signature. This data is held in our reception areas and managed by our Administrators and Quality departments. In the unfortunate event that you experience an incident or accident on site, we will also need to process your data through our Accident Book, as required by law. This data is stored and managed by our HR departments and shared only with relevant organisations where required (e.g. HSE/RIDDOR).

Human Resources

Before commencing employment at our UK site (InCap Electronics UK) there are two forms that we ask you to complete for us. The first is our New Employee Pre-Employment Authorisation Form. This form includes personal data such as your name, address, pay rate, and job title and we are required to process this data in order for you to be employed with us. The second form is a Pre-employment Health Questionnaire. This questionnaire includes data such as your name, date-of birth and any past or present medical conditions or illnesses. We process this data in order to provide you with any adjustments needed to carry out your job role. This form is optional to complete unless necessary health requirements need to be met for a particular job role.

Before commencing employment at our Slovakia site (InCap Electronics Slovakia), there are two forms that we ask you to complete for us. The first is our Job Application Form, which contains personal data such as your name, address, date of birth, driving licence details and prior work experience. We are required to process this data in order for you to be employed with us. The second form is a Medical Confirmation which includes personal data such as your current health status and confirmation from your doctor that you are fit to work. This form is compulsory as we need to be aware of any illnesses or medical conditions in order for you to carry out the requirements of the job role.



If you provide InCap Electronics UK & Slovakia with a CV or Job Application, you are giving consent for us to process your data. The data you send is treated as confidential within the company and only shared between our HR department and the relevant department manager(s). CVs and Applications are stored for a maximum of seven years and then destroyed.

Data Security

Our IT processes and procedures are in place to protect all data collected and prevent a data breach or loss. Protective and preventative methods include firewalls, penetration testing and reporting, cyber essentials certification, virus checking and antivirus software, mail scanner and end point protection.

Access to Your Personal Information

You are entitled to view, amend, or delete the personal information that we hold, unless this is required for business purposes whereby our legal basis for processing your personal data is due to a contract we have in place with you or because you have asked us to take specific steps before entering into a contract. Email your request to our data protection team at gdpr@awselectronicsgroup.com.

Effective Date of Privacy Notice

This policy comes into effect on 25th May 2018.