

## NET LED Data Privacy Policy

Under The Data Protection Act 2018 (DPA) NET LED is required to communicate how we manage the limited personal information we hold and process.

As a distributor of LED lighting products our CRM data is maintained to support the legitimate interests of our customers and ourselves in the provision and delivery of our service to the UK marketplace. Consent is in place within the DPA to hold and fairly process personal data where such legitimate interests exist.

The type of information we hold for our commercial contacts includes:

- Name
- Job title
- Work phone number
- Work email

This information will be accurately maintained and used only for the legitimate purposes of providing our products and services to customers and prospective customers.

As a business NET LED takes the upmost care to protect the data we hold to ensure that it is only used for its intended purpose of supporting customers, our delivery of service or to market our services to prospective new customers. Access by unauthorised parties is strictly prohibited and prevented through the application of suitable and appropriate security restrictions.

NET LED will not share this data with 3<sup>rd</sup> parties unless they are an authorised member of our supply chain who are required to process data on our behalf to meet product and service delivery requirements and will process such data with accuracy and facilitate its legitimate retention within our business. NET LED will not sell or share this data with 3<sup>rd</sup> parties seeking to provide other services.

Your rights under The DPA are not affected by our processing of this data however should you wish to contact us with any requests for information please address your communication to [support@netled.co.uk](mailto:support@netled.co.uk).

Should the request be required to be handled by the organisation with whom the original consent was established we shall notify you of this.

NET LED maintain call recording within our phone system with the exemption of our Finance functions. Call recordings are made and retained for the legitimate purposes of quality and training and are not disclosed to any external party. Our control over this data is supported by the same security measures as the personal data we collect and process for the purpose of supporting our customers.

Your details will never be released to any unauthorised parties or processed outside of the contractually related and legitimate interests specified within this policy.