

Rapid Labs Limited

Unit 1, 2 & 2a Hall Farm Business Centre
Church Road
Little Bentley, Colchester
Essex, CO7 8SD, UK

**Data Privacy Notice - Customers/Suppliers/General Database**

Rapid Labs Limited collects and processes personal data relating to its customers, suppliers and general database to manage the business relationship. Rapid Labs Limited is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Rapid Labs Limited collect?

Rapid Labs Limited collects and processes a range of information about you. This might include:

- your name, work address and contact details, including email address and telephone number and gender;
- who you are employed by;
- details of your qualifications; and
- bank details in order to pay you

Rapid Labs Limited collects this information in a variety of ways. For example, data is collected through general email correspondence, from forms completed by you on our website, from information volunteered by you and also from our meetings together.

Data is stored in a range of different places, including in our computer system and in other IT systems (including Rapid Labs Limited's email system).

Why does Rapid Labs Limited process personal data?

Rapid Labs Limited needs to process data to enter into a normal business relationship with you.

In some cases, Rapid Labs Limited needs to process data to ensure that it is complying with its legal obligations.

Who has access to data?

Your information will be shared internally. If you are a distributor in another country your contact details will be entered on our website unless you choose to have them removed. Rapid Labs Limited may also share your data with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

How does Rapid Labs Limited protect data?

Rapid Labs Limited takes the security of your data seriously. Rapid Labs Limited has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where Rapid Labs Limited engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

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For how long does Rapid Labs Limited keep data?

Rapid Labs Limited will hold your personal data until you decide that you would like it to be removed from all our systems. If you are entered onto our general database you can unsubscribe at any time.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Rapid Labs Limited to change incorrect or incomplete data;
- require Rapid Labs Limited to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing ;
- object to the processing of your data where Rapid Labs Limited is relying on its legitimate interests as the legal ground for processing; and
- ask Rapid Labs Limited to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Rapid Labs Limited's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Ian Christopher at Rapid Labs Limited.

If you believe that Rapid Labs Limited has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

Certain information, such as contact details, will have to be provided to enable Rapid Labs Limited to maintain a normal business relationship with you or to keep you up to date with information we may decide to send to all customers and prospects. If you do not provide this information, this will hinder Rapid Labs Limited's ability to maintain contact with you.



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