



## GDPR Privacy Notice: Sub-Contractors

### Article 13 Notice

ARGANS is committed to protecting the rights of its data subjects, in accordance with the General Data Protection Regulation (GDPR), effective from the 25<sup>th</sup> May 2018, and the Data Protection Act 1998.

This notice will inform you:

- Who we are
- The information that we hold about you and why
- How long we will keep this information for
- How we keep your information secure
- Your rights

### **Who we are**

ARGANS Limited is the data controller, which means we decide how your personal data is processed and for what purpose.

ARGANS is a small company based in Plymouth, UK that specialises in satellite-based Earth Observation, remote sensing applications and services and geographical information systems.

<b>Data Controller:</b>	ARGANS Ltd, Plymouth Science Park, 1 Davy Road, Plymouth, PL6 8BX 01752 764298 admin@argans.co.uk		
<b>Information Collected:</b>	<b>Purpose:</b>	<b>Legal Basis (for holding the information):</b>	<b>Legitimate Interest:</b>
Designated Contact Name	Proposal and projects work	Contract	N/A
Personal Address (if sole trader)			
Company Email			
Qualifications/ Memberships			
Previous Employer Information			
CV			
Bank Details	Sub-contractor payments		
Invoices			

<b>Recipients:</b>	<p>ARGANS personnel;</p> <ul style="list-style-type: none"> <li>• All employees</li> </ul> <p>External Data Processors;</p> <ul style="list-style-type: none"> <li>• IT support providers</li> <li>• Accountant</li> <li>• Clients</li> <li>• Othe sub-contractors (involved in the same client contracts)</li> </ul>
<b>Storage:</b>	<p>This information is stored;</p> <ol style="list-style-type: none"> <li>1. In hard copy - in a locked fire proof cabinet, which is located in a locked office. Key access to this data is restricted to authorised personnel only.</li> <li>2. Electronically - on the ARGANS server, located in Plymouth, UK. Back-up data is stored in the USA; this processing meets the requirements of Article 45, subsection 1 of the GDPR. Electronic access to this data is restricted by user groups, which include only staff authorised on the basis of processing need.</li> </ol>
<b>International Data Transfers</b>	<p>This information is accessible within the EU member states, however access is restricted to authorised personnel only.</p> <p>Transfers outside the EU comply with the requirements of Article 45, subsection 1 of the GDPR. Information is not transferred to any country that cannot provide 'an adequate level of data protection' as determined by the European Commission.</p>
<b>Retention Period:</b>	<p>This information will be held, in line with recommended guidelines, for the duration of the sub-contractor contract/relationship.</p> <p>Thereafter any and all information will be destroyed/deleted.</p>
<p>ARGANS does not employ any automated decision making/logic systems in the processing or analysis of this data.</p>	

### **Data Subject's rights**

Unless subject to an exemption, Data Subjects have the following rights:

- The right to access their personal information
- The right to request amendments/rectification of their personal data
- The right to request their personal data to be erased, where it is no longer necessary for the information to be retained
- The right to request a restriction of the processing of their data
- The right to obtain a copy of their personal data (the right to data portability)
- The right to object to the processing of their data
- The right to object to the use of automated decision making, including profiling
- The right to claim compensation for damages caused by an infringement of the Regulation

Data Subject access requests must be submitted to the Data Controller, in writing.