



## Micronclean Garment Wearer Details Privacy Policy

You are receiving this notice because you provide us with your employee's personal data which we then hold to provide you with the rental and maintenance of garments in conjunction with the Micronclean Garment Rental Programme. The Personal data you supply to us may include your employee's name and biometric data.

You, our customer, are the Data Controller (DC) for the personal data processed by you. Your employees for the purpose of this notice are the Data Subject (DS) as you provide us with their personal data in relation to the rental and maintenance of garments. We are the Data Processor (DP) as we use the data you provide us with to provide you with the rental and maintenance of garments.

As the Data Processor we receive Personal Data from you for processing which we use for the purposes of ensuring that the garments rented to you and maintained by us for you remain fit for purpose – i.e. the correct size.

We confirm under the European General Data Protection Regulations (GDPR) which will come into full effect on 25 May 2018 to comply with the following requirements:-

- We will process the data you provide us with only within the parameters set out in the Agreement between Micronclean Limited and you, our customer – i.e. to perform and fulfil the contract. This forms the legitimate basis of processing the data sent to us by you as we cannot comply with the contract between us and you without processing this Personal Data.
- We will keep the Personal Data you provide us with secure and notify you of any data breach in relation to the data you provide us with within 72 hours. We will keep you updated in relation to any breach.
- We will not pass the Personal Data on to any third party without your consent which we will obtain in writing prior to submission.
- We will not transfer the Personal Data outside the European Economic Area without obtaining express written consent from you. Where a Personal Data Transfer outside of the EEA is required for legitimate purposes of complying with the contract we will ensure that the third party complies with the requirements of GDPR.
- We confirm that we will only retain the Personal Data you provide us with for as long as is required to fulfil our contractual obligations and we will not retain the data past this time without a legitimate reason.

In order for you to continue to receive the rental and maintenance of garments from us, we need to have your agreement to the above:-

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Please email a scanned signed copy of this notice to (NAME OF PERSON) at (EMAIL ADDRESS) using the subject header "-----"