

# Privacy Notice (Customers)

<b>Identity of the Controller</b>	<p>Carbon Six Digital Limited (in the remainder of this document “We” or “Us”) 9-10 Upper Church Lane FARNHAM GU9 7PW 01276 817465 <a href="https://carbonsix.digital/privacy">carbonsix.digital/privacy</a> <a href="mailto:privacy@carbonsix.digital">privacy@carbonsix.digital</a></p>
<b>Purpose of the processing and the legal basis for the processing</b>	<p>We process CCTV/surveillance imagery in connection with providing office services, meeting rooms and event services other related services that we provide.</p> <p>The legal basis for processing is our legitimate business interest to protect the safety and security of the building and the health and safety of our customers and guests.</p>
<b>Categories of personal data</b>	<p>We hold personal information about you.</p>
<b>Any recipient or categories of recipients of the personal data</b>	<p>We will routinely share this data with:</p> <ul style="list-style-type: none"> <li>● Legal advisors;</li> <li>● Payment processing providers;</li> <li>● Accountancy and bookkeeping providers;</li> <li>● Third-party service providers, such as web hosting providers, email hosting providers, technical support providers;</li> <li>● Customer Service System providers;</li> <li>● Third-party customer support agent providers; as well as</li> <li>● HM Revenue and Customs.</li> </ul> <p>We will never share your personal information with anyone else, except with your explicit consent.</p>
<b>Details of transfers to third country and safeguards</b>	<p>We will not share this data outside of the EEA.</p>
<b>Retention period or criteria used to</b>	<p>We will retain your personal information for this purpose for a period of 5 years.</p>

<p><b>determine the retention period</b></p>	
<p><b>The existence of each of data subject's rights</b></p>	<ul style="list-style-type: none"> <li>● You have the right of access to the data we hold about you.</li> <li>● You have the right to rectification of any data we hold erroneously.</li> <li>● You have the right to erasure of the personal data we hold.</li> <li>● You have the right to restrict processing of your data if you contest the accuracy of the personal data we hold while we verify the data, or we are processing your data unlawfully, or we no longer need your data but you require us to keep it, or you have objected to us processing your data under Article 21(1).</li> <li>● You have the right of data portability for data you have provided to us.</li> <li>● You have the right to withdraw consent to our processing your data to provide you with information about related services that we provide at any time. We also process your data to meet our contractual and legal obligations, which we undertake without your consent, and therefore you consent in this context cannot be withdrawn.</li> <li>● You have the right to object to our processing of your Personal Data.</li> </ul> <p>All Statutory Requests can be submitted online via <a href="https://carbonsix.digital/privacy">carbonsix.digital/privacy</a>.</p>
<p><b>The right to lodge a complaint with a supervisory authority</b></p>	<p>You have the right to <a href="#">lodge a complaint</a> with the Information Commissioner's Office, the Supervisory Authority for privacy matters in the UK.</p>
<p><b>The source the personal data originates from and whether it came from publicly accessible sources</b></p>	<p>We may use personal information provided to us from other sources including:</p> <ul style="list-style-type: none"> <li>● Email tracking systems;</li> <li>● Website usage tracking systems;</li> <li>● Companies House and other statutory registers of companies or related Chambers of Commerce;</li> <li>● Credit Reference Agencies;</li> <li>● Social Media Platforms such as LinkedIn, Facebook and Twitter;</li> <li>● Third-party contract tender portals such as TED</li> </ul>
<p><b>The details of whether individuals are under a statutory or contractual obligation to provide the personal data</b></p>	<p>You are under a contractual obligation to provide the personal data we process for this purpose.</p>

**The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.**

We will not use your data for any automated decision making.