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# Machines With Vision Ltd.

## Privacy Policy

Our Contact Details:

Machines with Vision Limited  
Codebase  
3 Lady Lawson Street  
Edinburgh  
EH3 9DR

[info@machineswithvision.com](mailto:info@machineswithvision.com)

### The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Information required for making payments and payroll (for example bank details)
- For recruitment purposes (employment history, references, qualifications, ethnicity and disability details)
- Contact details provided as next-of-kin by an employee

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- By applying for an employment position
- By accepting an offer of employment
- By engaging with us during the natural course of business

We use the information that you have given us in order to:

- Contact you (including in case of emergency if you are next-of-kin for an employee)
- Run payroll and make financial transactions to pay invoices and expenses
- Decide on your application for a position of employment

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent. You are able to remove your consent at any time. You can do this by contacting [info@machineswithvision.com](mailto:info@machineswithvision.com).**
- b) We have a contractual obligation.**
- c) We have a legal obligation.**
- d) We have a legitimate interest.**



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## How we store your personal information

Your information is securely stored on encrypted cloud-based storage and shared only with necessary personal within our organisation who are permitted access via stringent multi-factor authentication.

We keep:

- employee information for 3 years after end of contract
- details of unsuccessful applicants for employment for 12 months after post filled and then renewed annually with permission to retain for a further 12 months from the applicant.
- existing customer details until the end of ongoing relationship
- potential new business development information for 2 years post-campaign
- supplier, subcontractor, project partners, etc. for 2 years after most recent engagement

We will then dispose your information by permanent removal of references from our systems - for example, by deletion from the payroll and directory services we use.

## Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at [info@machineswithvision.com](mailto:info@machineswithvision.com) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the address shown at the head of this policy.

You can also complain to the ICO if you are unhappy with how we have used your data at the ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF  
Helpline number: 0303 123 1113  
ICO website: [www.ico.org.uk](http://www.ico.org.uk)