

PRIVACY NOTICES

This document contains multiple, individual privacy notices listed below

The location of where each individual privacy notice is maintained should be identified on the Controlled Document Register - e.g.

- Employees in contract
- Site visitors in Reception (hard copy)
- Customers on website

Note: some content is repeated in each 'notice and will need updating multiple times as appropriate (e.g. using Find + Replace)

- Customer and Suppliers Employees in Promotional Material
- Customer and Supplier Employees
- Employees' Next of Kin
- Employees
- Prospective Customer Employees
- Prospective Employees - Legitimate Interests
- Site Visitors
- Website and Cookies
- Privacy Notice + Consent Opt-in



Privacy Notice - Customer and Suppliers Employees in Promotional Material

At Akoni Technologies we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, i.e. where we have determined the purposes and means of the processing of that personal data. It applies to employees of our customers or suppliers who appear in our promotional material.

We will process your personal data for the purpose of creating marketing material. The legal basis for this processing is that it is necessary to achieve our legitimate interests, namely promoting the products/services supplied by us.

We will store your personal data relating to marketing material for as long as the marketing material remains relevant to the products/services supplied by us for up to a maximum of 10 years.

We will share your personal data with other third parties.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.
- **You can object at any time to our processing of your personal data on grounds related to your particular situation.**

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

Akoni Technologies is incorporated and registered in England and Wales with company number 12008678, contact number 0118 925 6014 and whose registered office is at 100 Longwater Avenue, Green Park Reading, RG2 6GP United Kingdom

We are contactable by email at services@akonitechnologies.co.uk



Privacy Notice - Customer and Supplier Employees

At Akoni Technologies we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, i.e. where we have determined the purposes and means of the processing of that personal data. It applies where we process personal data relating to self-employed customers and suppliers and employees of our customers and suppliers.

We will process your personal data for the purposes of communication with our customers and suppliers, ensuring any products or services exchanged between us satisfy agreed requirements and maintaining records. The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely the supply of our products/services and maintaining a business relationship with your employer.

We will retain all personal data we have obtained relating to you for a maximum of 10 years to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements.

We will share your personal data with customers and suppliers only to the extent that the disclosure is reasonably necessary for the purposes of the supply of our products/services and maintaining a business relationship with you or your employer.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.
- **You can object at any time to our processing of your personal data on grounds related to your particular situation.**
- **You can object at any time to our processing of your personal data for direct marketing purposes.**

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

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Privacy Notice - Employees' Next of Kin

At Akoni Technologies we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, that is where we have determined the purposes and means of the processing of that personal data. It applies to the next of kin of our employees.

We will process your contact details for the purpose of communication in the event of an incident or emergency. The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely providing for the welfare of our employees.

We will retain all personal data we have obtained relating to you until the termination of the employment of the individual who has provided us with your details.

We will not share your personal data with any third parties.

As we have been provided with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.
- **You can object at any time to our processing of your personal data on grounds related to your particular situation.**

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

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Privacy Notice – Employees

At Akoni Technologies we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, i.e. where we have determined the purposes and means of the processing of that personal data. It applies to all employees.

We will process your personal data for the purposes of complying with your contract of employment, maintaining reasonable records of work activities and the promotion and supply of our products and services. The legal basis for this processing is that it is necessary for the performance of your contract of employment with Akoni Technologies and Akoni Technologies's compliance with legal obligations.

We will store your personal data only for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements. Employee working records will be retained for 2 years, Payroll records for 3 years and maternity/paternity records for 3 years after the employment relationship ends to comply with employment laws and potential legal claims.

We will share your personal data with other third parties only to the extent that the disclosure is reasonably necessary for us to comply with obligations in relation to your employment with us or to comply with the law.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can ask us to provide your personal data, either to yourself or to another data controller, in a structured, commonly used and machine-readable format.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

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Privacy Notice - Prospective Customer Employees

At Akoni Technologies we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, i.e. where we have determined the purposes and means of the processing of that personal data. It applies to employees of organisations with which we are seeking to establish a business relationship.

We will process your personal data for the purpose of communication with your employer. The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely providing information on our products/services that may be of value and establishing a business relationship with your employer.

We will retain all personal data we have obtained relating to you for a maximum of 5 years to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements.

We will share your personal data with our suppliers only to the extent that the disclosure is reasonably necessary for the purposes of seeking to establish a business relationship with your employer and enhancing the relevance of any communications we have with you and/or your employer.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.
- **You can object at any time to our processing of your personal data on grounds related to your particular situation.**
- **You can object at any time to our processing of your personal data for direct marketing purposes.**

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

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Privacy Notice - Prospective Employees - Legitimate Interests

At Akoni Technologies we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, i.e. where we have determined the purposes and means of the processing of that personal data. It applies to all prospective employees.

We will process your personal data for recruitment purposes. The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely the recruiting of personnel to ensure the continued provision of our services.

We will store your personal data relating to recruitment for two years following the completion of the recruitment process.

We will share your personal data with third parties, such as recruitment advisors, only to the extent that the disclosure is reasonably necessary for the recruitment process.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can withdraw your consent to our processing of your personal data at any time.
- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

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Privacy Notice - Site Visitors

At Akoni Technologies we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, i.e. where we have determined the purposes and means of the processing of that personal data. It applies to all visitors to our premises.

We will process your personal data for the purpose of site security and fire safety. The legal basis for this processing is that it is necessary for compliance with a legal obligation to which we are subject.

We will store your personal data relating your visit for 12 months, or longer if required in relation to a legal claim.

We will share your personal data with other third parties only to the extent that the disclosure is reasonably necessary for the purposes of investigating incidents occurring on our premises.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.

The provision of this personal data is a statutory requirement. Failure to provide your personal data may result in you not being permitted into our premises.

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Privacy Notice - Website and Cookies

At Akoni Technologies we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, i.e. where we have determined the purposes and means of the processing of that personal data. It applies to all users of our website <https://akonitechnologies.co.uk/>.

We may process your personal data for the purpose of contacting you if you submit an enquiry using our website. The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely the promotion of our products and services.

We also process your cookies for the purpose of Functional, Analytics, Performance and advertisement. The legal basis for this processing is your consent. See below for more information on the cookies that we use. If you do not allow cookies, please note that some parts of this website may become inaccessible or not function properly.

We will store your contact details for a maximum period of 1 year.

We will share your personal data with third parties only to the extent that the disclosure is reasonably necessary for the purposes of providing you with the information about our products/services that you have requested.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can withdraw your consent to our processing of cookies at any time by sending an email to services@akonitechnologies.com.
- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.
- **You can object at any time to our processing of your personal data on grounds related to your particular situation.**
- **You can object at any time to our processing of your personal data for direct marketing purposes.**
- You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. If you are unhappy with any aspect of how we processed your personal data or your request to exercise a right, you can lodge a complaint with the Information Commissioner's Office.



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COOKIE POLICY

What are cookies and how do they work?

“Cookies” are text-only pieces of information that a website transfers to an individual’s hard drive or other website-browsing equipment for record-keeping purposes. Cookies allow the website to remember important information that will make your use of the site more convenient. A cookie will typically contain the name of the domain from which the cookie has come, the “lifetime” of the cookie, and a randomly generated unique number or other value. Like most websites, we use different categories of cookies for a variety of purposes in order to improve your online experience.

Depending on the purpose, we use session cookies, which are temporary cookies that remain in the cookie file of your browser until you leave the site, and persistent cookies, which remain in the cookie file of your browser for 3 months.

What are the categories of cookies?

Cookies can be categorised, following the International Chamber of Commerce guide, as follows:

Strictly necessary cookies

‘Strictly necessary cookies’ tend to be session cookies which are deleted at the end of the browser session.

Accepting these cookies is a condition of using the website, so if you prevent these cookies, we can’t guarantee how our website will perform during your visit.

Performance Cookies

‘Performance cookies’ collect information about how you use our website such as which pages you visit and if you experience any errors. These cookies don’t collect any information that could identify you – all the information is collected on an anonymous aggregate basis and is only used to help us improve how our website works, understand what interests our users and measure the effectiveness of our advertising. They also enable us to track the total number of visitors to our site.



Most performance cookies tend to be session cookies which are deleted at the end of the browser session.

In some cases, some of these cookies are managed for us by third parties, but we don't allow the third party to use the cookies for any purpose other than those listed above. Some of these third-party performance cookies are persistent cookies.

Functionality Cookies

Functionality cookies, by their very nature, are persistent cookies so that we remember your computer when you return to our website.

Some of these cookies are managed for us by third parties – where this is the case, we don't allow the third party to use the cookies for any purpose other than those listed above.

Analytics

Analytical cookies are used to understand how visitors interact with the website. These cookies help provide information on metrics such as the number of visitors, bounce rate, traffic source, etc.

Performance

Performance cookies are used to understand and analyze the key performance indexes of the website which helps in delivering a better user experience for the visitors.

Advertisement

Advertisement cookies are used to provide visitors with customized advertisements based on the pages you visited previously and to analyze the effectiveness of the ad campaigns.

How can I block and/or delete cookies?

Use the options in your web browser if you do not wish to receive a cookie or if you wish to set your browser to notify you when you receive a cookie. You can easily delete any cookies that have been installed in the cookie folder of your browser.