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## Data Protection Policy

Environmental & Process Automation Ltd (EPA Ltd) are committed to protecting your privacy and to process your personal information in a manner that meets the requirements of the *EU's General Data Protection Regulation*.

### Who are we?

EPA Ltd provides engineering and support services for Building and Energy Management Systems (BEMS) and Process Control Systems for a wide range of clients involved in Pharmaceutical and Medical Device Facilities, Hospitals, Data Centres, Universities, Office Buildings and Retail Developments.

Our registered address is Church House, Main St., Leixlip, W23 P6R0, Co. Kildare, Ireland and our company registration number is 210044

### How do we collect information from you?

We obtain information about you when we provide BEMS / Process Control System maintenance and support services. We may also collect information about you when you visit us or telephone us with an enquiry.

### What type of information is collected from you?

In the case of a client the personal information we might collect includes your name and work related contact details (address, email address, telephone / mobile number)

- In the case of an employee or potential employee the personal information we might collect includes your name, address, email address, telephone / mobile number and other details required for us to comply with our legal and regulatory obligations.



## **How is your information used?**

We may use your information to:

- To carry out project and support services arising from any contracts entered into by your company and EPA Ltd
- To provide licensing and registration information for products we supply to your company.
- Complaints and dispute handling
- Seek your views or comments on the services we provide in order to improve our services
- To comply with our legal and regulatory obligations
- Process a job application

## **Retention of personal information**

We will not keep your personal information for longer than is necessary for our purposes

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

## **Who has access to this information?**

In the case of client contracts the following people may have access to your information.

- Staff members of EPA Ltd
- Other contractors, where relevant, required to fulfil our contractual requirements with your company.

In the case of employees / potential employees the following people may have access to your information.

- The Directors of EPA Ltd
- EPA Ltd Accounts Dept.

We do not sell or rent your information to third parties

We will not share your information with third parties for marketing purposes.



## **Your Choices**

You have a choice in relation to whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about our products and services, then you can let us know that by verbally telling us during a telephone call or by email: [info@epaltd.com](mailto:info@epaltd.com) and letting us know.

We will not contact you for marketing purposes by email, post, phone or text message if you have opted out of this type of communication. You can change your marketing preferences at any time by contacting us by email: [info@epaltd.com](mailto:info@epaltd.com) or by telephone on 01-6155660.

## **How you can access and update your information**

The accuracy of your information is important to us. You have the right to ask for a copy of the information EPA Ltd hold about you and there is no cost for these requests. To do this you should **email** : [info@epaltd.com](mailto:info@epaltd.com) or write to us by **post**: **Environmental & Process Automation Ltd, Church House, Main St., Leixlip, W23 P6R0, Co. Kildare, Ireland** with **Subject/Reference** : **Data Access Request**

If you think any information we hold about you is inaccurate or out of date, please email [info@epaltd.com](mailto:info@epaltd.com) or write to us by **post**: **Environmental & Process Automation Ltd, Church House, Main St., Leixlip, W23 P6R0, Co. Kildare, Ireland** with the correct information.

## **Security Precautions in place to protect your information.**

EPA Ltd has appropriate technical and organisational measures in place to prevent the unauthorised or unlawful processing of your personal information, and accidental loss or destruction of, or damage to, your personal information.

## **In case of Data Breach at EPA Ltd**

If EPA Ltd becomes aware of a security breach which results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to Personal Data, EPA Ltd will notify the Client/Client Representative/Employee/Potential Employee directly without undue delay and will notify supervisory authorities under the Data Protection Legislation.

For the avoidance of doubt, EPA Ltd shall not be required to notify individuals of any unsuccessful attempts or activities that do not compromise the security of Personal Data, including unsuccessful log-in attempts, pings, port scans, denial of service attacks, and other network attacks on EPA Ltd firewalls or networked systems.

EPA Ltd notification of or response to a data breach incident will not be construed as an acknowledgement by EPA Ltd of any fault or liability with respect to the data breach.



## **Links to other websites**

The EPA Ltd website may from time to time contain links to other sites. EPA Ltd is not responsible for the data protection and privacy practices within any of these other sites. We encourage you to be aware of this when you leave our site and to read the data protection and privacy statements on other websites you visit which may collect personally identifiable information. This statement applies only to our website.

## **Transferring your information outside of Europe**

We use secure servers to store your data we take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If your normal place of work is within the EU we will not transfer your information outside the EU unless your consent is clearly given.

## **Complaints about how we process your personal information**

In the first instance, an individual should contact EPA Ltd. Complaints should be addressed to:

The Managing / Technical Director,  
Environmental & Process Automation Ltd,  
Church House, Main Street,  
Leixlip, W23 P6R0,  
Co.Kildare  
Ireland

Email: [info@epaltd.com](mailto:info@epaltd.com)

## **Intellectual Property Rights**

All material either on the EPA Ltd website or provided by EPA Ltd in hard copy is owned by EPA Ltd or is authorised for use by EPA Ltd and is protected by the laws of the Republic of Ireland.

## **Disclaimer**

While every reasonable effort is made to ensure that the information held on third parties by EPA Ltd is accurate, no guarantees for the currency or accuracy of information are made. These terms and conditions shall be covered by and construed in accordance with the laws of the Republic of Ireland. Any dispute arising under these Terms and Conditions shall be subject to the exclusive jurisdiction of the courts of the Republic of Ireland.

This statement may change from time to time. You should therefore review it regularly. Last updated May 2018.