

**GENERAL DATA PROTECTION REGULATIONS
BUSINESS TO BUSINESS WORKING AGREEMENT**

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Security & Identity Solutions Ltd
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Info@spectrumpositive.co.uk
Trading as SpectrumID, & Spectrum Positive.

We act as “Data Processors”

We are an Online Store and a Plastic Card Bureau.

SpectrumID www.spectrumid.co.uk is the store

Spectrum Positive www.spectrumpositive.co.uk is the Plastic Card Bureau.

The purpose of this document is to provide a working agreement between parties regarding the producing of staff Photo Identity Cards.

The processing of received data is done within seven days of receipt of the data.

The data will be used, in the production of a “Photo Identity Card”.

Type(s) of personal data that may be processed:

- Name
- Job Description
- Ni Number
- Date of Birth
- Contact Tel
- Email
- Contract number
- Company Address
- Signature
- Expiry Date
- Photo Image of Individual

The data is processed in relation to staff members and individuals who require Photo ID as part of their working requirements.

The “Data Controller” should provide all information as accurate as possible, with regards to the individuals rights in regard to GDPR.

As the “Data Processor” we will act in accordance of the “Data Controller” under all circumstances.

All personnel adhere to the requirements of the GDPR regulations.

As the “Data Processor” we adhere to security & data encryption processes.

We as the “Data Processor” will assist the “Data Controller” in dealing with requests from data subjects, dealing with data breaches and conducting impact assessments.

As the “Data Processor” we will on request delete or return all data held by us. Or when the requirement for the use of the data ceases. We will provide any information the “Data Controller” requires on request to demonstrate compliance with GDPR.

As the “Data Processor” we do not subcontract any aspect of the data process to any sub-contractor without written permission of the data controller.

We receive data in a variety of ways:

Email, Post, Telephone, Images, Text,

On receipt of the data, it will be entered into the production software, which also includes a **data base**. The “Data Controller” may specify if they require the data to be held in the data base indeterminably for further production of cards at different time points.

By signing this agreement, the “Data Controller” gives permission for data provided to be processed in the production of Photo Identity Cards.

This document must be signed and returned prior to the production of “Photo ID” cards.

If you wish to leave a Google review of our services, please visit Google

Maps “SpectrumID” (Review) <https://goo.gl/maps/jyxhdMGLKbk>

Data Processor:

Dennis J Ricketts (Security & Identity Solutions Ltd)

Data Controller:

Date:
