BIMMETRIC

Data Protection Policy

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BIMMETRIC

1 Introduction

This Data Protection Policy outlines how BIMMETRIC handles personal data in compliance with applicable data protection laws and regulations. This policy applies to all employees, contractors, and stakeholders who process personal data on behalf of BIMMETRIC.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of any legislative or organizational changes.

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Role:	Managing Director
Date:	15/10/2025
Signature:	

2 Scope

BIMMETRIC processes only minimal personal data limited to names, surnames, and corporate email addresses of business contacts ("Personal Data") to conduct business and facilitate communication. This policy governs the collection, use, storage, and protection of such data.

3 Data Protection Principles

BIMMETRIC is committed to processing Personal Data in accordance with the following principles:

- Lawfulness, Fairness, and Transparency: Personal Data will be processed lawfully, fairly, and in a transparent manner.
- Purpose Limitation: Personal Data will be collected for specific, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- Data Minimization: BIMMETRIC will process only the Personal Data necessary for the intended business purposes.
- Accuracy: BIMMETRIC will ensure that Personal Data is accurate and kept up to date.
- Storage Limitation: Personal Data will not be retained longer than necessary for the business purposes or as required by law.
- Integrity and Confidentiality: Personal Data will be processed securely to protect against unauthorized access, accidental loss, destruction, or damage.
- Legal Basis for Processing

BIMMETRIC processes Personal Data based on one or more of the following legal bases:

- Legitimate interests of BIMMETRIC to conduct business and communicate effectively.
- Compliance with legal or regulatory obligations, if applicable.

4 Data Subject Rights

Individuals whose Personal Data is processed by BIMMETRIC have the following rights:

- Access: To request access to their Personal Data.
- Rectification: To request correction of inaccurate or incomplete Personal Data.
- Erasure: To request deletion of their Personal Data, subject to legal and business requirements.
- Restriction: To request restriction of processing in certain circumstances.
- Objection: To object to the processing of their Personal Data where applicable.

5 Data Security

BIMMETRIC implements appropriate technical and organizational measures to protect Personal Data, including:

- Secure storage of data in controlled environments.
- Restricting access to authorized personnel only.
- Regular monitoring and updating of security measures.

6 Data Retention

Personal Data will be retained only for as long as necessary to achieve the intended business purposes or comply with legal requirements. Upon expiration of the retention period, Personal Data will be securely deleted or anonymized.

7 Breach Reporting

In the event of a data breach involving Personal Data, BIMMETRIC will:

- Promptly investigate and assess the breach.
- Notify affected individuals and regulatory authorities as required.
- Take appropriate corrective actions to mitigate risks and prevent recurrence.

8 Contact Information

For any questions, concerns, or requests regarding this policy or the processing of Personal Data, please contact us on Info@BIMMETRIC.co.uk

9 Review and Updates

This policy will be reviewed annually or as required to reflect changes in legal or regulatory requirements or BIMMETRIC’s processing activities.