

Title	Visitor Privacy Notice		
Document reference	R-0212	LQ Rev	1.0
Owner	P. Cummins/S. Feltham	Date	09/05/2018
Department /Area	Training		

General Data Protection Regulations

Visitor Privacy Notice

This Visitor Privacy Notice sets out what personal data we hold about you and how we collect and use it during and after your visit. It applies to anyone who is a 'Visitor'.

Please note that we will not necessarily hold, use or share *all* of the types of personal data described in this Privacy Notice in relation to you. The specific types of data about you that we will hold, use and share will depend on the purpose of your visit.

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other similar or additional information that we might give you from time to time about how we collect and use your personal data.

This Privacy Notice applies from 25 May 2018, when the General Data Protection Regulation comes into force. It does not give you any contractual rights. We may update this Privacy Notice at any time.

Who is the controller?

Laser Quantum is the "controller" for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer is Mr. Niedermeier, mail@legislator.de. As Data Protection Officer, they are responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. They also act as your next point of contact if you have any questions or concerns about data protection which the local data team cannot resolve.

What is personal data?

Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, NI number, employee number, email address, physical features). It can be factual (e.g. contact details or date of birth), an opinion about an individual's actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

Data protection law divides personal data into two categories: ordinary personal data and special category data. Any personal data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health conditions, sexual life or sexual orientation, or biometric or genetic data that is used to identify an individual is known as **special category data**. (The rest is **ordinary personal data**).

What type of ordinary personal data do we hold about you and why?

On your arrival, we collect, hold and use the following types of ordinary personal data about you:

Title	Visitor Privacy Notice		
Document reference	R-0212	LQ Rev	1.0
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- Information including your name, title, contact details, photograph, company details.
- Publicly available information about you, such as your business social media presence.
- Information, including correspondence, meeting notes, internal notes, the results of any written or online communication.

We hold and use this personal data so that we can:

- Identify visitors to our company.
- Request that you wear the visitor badge printed in reception.
- Ensure that you are informed should there be an evacuation of the site.
- Verify information provided by you.

What are our legal grounds for using your ordinary personal data?

Data protection law specifies the legal grounds on which we can hold and use personal data.

We rely on the following legal grounds when we process your ordinary personal data:

- We need it to take steps to identify all non-employees in the location are known to us for security purposes, non-competitive reasons, visible to employees to ensure we are protecting their work environment.

What type of special category personal data do we hold about you, why, and on what legal grounds?

We will only collect, hold and use limited types of special category data about you during your visit, as described below.

Since special category data is usually more sensitive than ordinary personal data, we need to have an additional legal ground (as well as the legal grounds set out in the section on ordinary personal data, above) to collect, hold and use it. The additional legal grounds that we rely on to collect, hold and use your special category data are explained below for each type of special category data.

On your arrival, we collect, hold and use the following special category data about you:

Photograph

So that we can verify who is visiting our business, that they can be recognised while they are on site,

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Document reference	R-0212	LQ Rev	1.0
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How do we collect your personal data?

You provide us with most of the personal data about you that we hold and use, for example by signing into our reception register.

Some of the personal data we hold and use about you is generated from internal sources. For example, your invitation to a meeting with employees on site will be known to us.

Some of the personal data about you that we hold and use may come from external sources. For example, your company provides us with a list of visitors.

Who do we share your personal data with?

Parent/group companies

We share any of your personal data that is relevant, where appropriate, with our group company, *Novanta Inc.*, to enable them to input into telephone or Webex type meetings, customer visits. Our legal grounds for doing so are that: it is necessary participate in decisions collectively and openly with our group Company. Novanta Inc. is based outside the EEA, in USA. There is an adequacy decision by the European Commission. This means that Novanta Inc. (USA) is deemed to provide an adequate level of protection for your personal data.

Consequences of not providing personal data

We only ask you to provide personal data that we need to enable us to invite you on to our premises. If you do not provide particular information to us, then we will have to make a decision on whether or not to invite you on to the site.

How long will we keep your personal data?

We will keep your personal data throughout the duration of the visit. Any additional contact information shared with us will be used for the purpose of further business and communication.

In all cases, we will not keep your personal data for longer than we need it for our legitimate purposes.

Your rights

You have a number of legal rights relating to your personal data, which are outlined here:

- **The right to make a subject access request.** This enables you to receive certain information about how we use your data, as well as to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **The right to request that we correct incomplete or inaccurate** personal data that we hold about you.
- **The right to request that we delete or remove** personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete

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or remove your personal data where you have exercised your right to object to processing (see below).

- **The right to object to our processing** your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing
- **The right to request that we restrict our processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **The right to withdraw your consent to us using your personal data.** As described above, we do not normally rely on your consent as the legal ground for using your personal data. However, if we *are* relying on your consent as the legal ground for using any of your personal data and you withdraw your consent, you also have the right to request that we delete or remove that data, if we do not have another good reason to continue using it.
- **The right to request that we transfer** your personal data to another party, in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it (this is known as the right to “data portability”).

If you would like to exercise any of the above rights, please contact Laser Quantum’s Human Resources Department or your contact at Laser Quantum in writing. Note that these rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request. In addition, if you have any questions or concerns about how your personal data is being used by us, you can also contact the above representative.

Note too that you have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues. Details of how to contact the ICO can be found on their website: <https://ico.org.uk>