

Lead Scanner - Use Policy

By signing this document, you (the customer) consents to use the lead scanner provided for [Event Name] on [Event Date] in accordance with the guidelines stated:

Operating Instructions

Point the scanner towards a barcode and press and hold the Scan button. Make sure that the laser beam covers the whole barcode including a fair white margin. When the barcode is not decoded immediately, then move the scanner towards the barcode. Make sure that the scanner is held at a slight angle.

Do not use in freezing areas.

Do not use in areas with temperatures higher than 40°C.

Do not expose the scanner for a long time to direct sunlight, or near direct heat.

Avoid contact with water.

Do not expose the scanner to strong impact, do not throw or drop the scanner from great heights.

Do not present mechanical shocks to the product.

Do not leave the bar code data collector in an area where static charge is accumulated, or near devices where electromagnetic emission is generated.

Do not leave the scanner unattended at any time.

Data Collection

Use the following process to collect individual's data:

- 1) Ask the individual for permission to scan their barcode, displayed on their ID badge.
- 2) Once you have successfully scanned their individual barcode, evidence their consent by scanning the 'Consent Given' barcode (provided with the lead scanner)

Only data that has a 'Consent Given' scan will be provided to the customer.

The data that is collected will be stored within the UK. All information that is collected is stored on our secure servers or on secure servers operated by a third party. Where we have given you (or where you have chosen) a password which

enables you to access data, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Damage

The customer agrees to properly follow the operating and service instructions and to have the scanner operated only by personnel with the required knowledge and skill - particularly in the process of collecting data. Any cost of damage caused by improper treatment of the lead scanner shall be reimbursed by the customer.

Responsible Party Details

To be completed by the individual responsible for the use of the Lead Scanner:

Name: _____
Job Title: _____
Email Address: _____
Telephone: _____
Company: _____
Date: _____

Provision of Data

All data will be provided to the customer in line with the Data Protection Act 2018. Data will be processed and stored in compliance of GDPR legislation. All collected data will be provided to the customer using the contact details stated above.