

Privacy Notice - May 2018

Goldpress Promotional are a hot foil, UV flat bed printers who specialise in the manufacturing of promotional printed products.

The Company must process personal data (Including sensitive personal data) so that we can provide our services.

The Company has put the correct security measures in place to ensure that all data is protected under the new GDPR regulations that come into force on the 25th May 2018.

Collection Of Your Personal Data

The Company will collect and process your personal data (including sensitive data) for the purpose of providing you with our services.

We will continue to hold your data for the foreseeable future unless told otherwise.

Goldpress Promotional **WILL NOT** share or distribute your personal data with any third parties without permission.

The company will collect your data through emails, phone calls, letters and any other form of communication.

This data is then stored on our email and account databases which are safely secured and backed up with passwords, firewalls and anti virus systems.

Any information stored outside of our database will be securely locked in filing cabinets in a secure location.

Any files that are no longer needed will be shredded and disposed of correctly.

Our databases are closely monitored and checked daily for any data breaches.

If a data breach is found we will take immediate action to solve and protect any problems that may occur following guidance from the ICO.

You as our customer will also be informed.

Why Do We Hold Data

The Company will process and hold your personal data (including sensitive data) for the purpose of providing you with our services.

This includes for example, contacting you about current jobs or information, updating our records, arranging payments and general management.

In some cases we may be required to use your data for the purpose of investigation, reporting or detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal bases we rely upon to offer these services to you are

- > Your consent
- > Where we have legitimate interest
- > To comply with a legal obligation that we have
- > To fulfil a contractual obligation that we have with you.

What Data We Hold

Our data management systems hold the following

- > Company Name
- > Company Address (Including all site locations)
- > Company Contacts
- > Various telephone numbers supplied by you
- > Various email addresses supplied by you
- > VAT Numbers
- > All payment details processed through our website are safely secured by external databases Stripe and Paypal.
- > Both are securely protected and following GDPR Regulations (25th May 2018) you can find their privacy notices online.

Your Rights

Please be aware that you have the following data protection rights

- > The right to be informed about the personal data the Company processes on you
- > The right of access to the personal data the Company processes on you
- > The right to rectification of your personal data
- > The right to erasure of your personal data in certain circumstances
- > The right to restrict processing of your personal data
- > The right to data portability in certain circumstances
- > The right to object to the processing of your personal data that was based on a public or legitimate interest
- > The right to withdraw consent at any time

Where you have consented to the Company processing your personal and sensitive data you have the right to withdraw that consent at any time by contacting either Adam or Matthew at Goldpress Promotional Unit 1, Red Lane Mill, Sunny Bank Mills, Farsley, Pudsey, LS28 5UJ.

info@goldpress-promotional.co.uk

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take the necessary steps to check the accuracy of our data.