

# Print and Media Certification Ltd

## Appendix 28 Privacy Policy

This Privacy Policy sets out the data processing practices carried out through the use of the Internet and any other electronic communications networks by Print and Media Certification Ltd.

If any legal entity has any requests concerning personal information or any queries with regard to these practices please contact [info@printcertification.co.uk](mailto:info@printcertification.co.uk).

PMC is the data controller for personal data about clients, prospective clients, job applicants and our current and former associates/subcontractors, shareholders, employees and marketing agents. Our registered address is 84 Main Road, Wigginton, Tamworth Staffordshire B79 9DZ

PMC does not trade personal data for commercial purposes and will only disclose it if required by UKAS our Accreditation Body or as required by UK law.

We are committed to ensuring that your privacy is protected. This policy may be updated from time to time, to reflect changes in law or our practices regarding the management of your information.

### Details of our processing

PMC believe that holding and retaining data is justified on the basis of a legitimate interest in running and promoting PMC business, our contractual requirements to deliver agreed services and legal obligations. The exception would be for sending email or other marketing that PMC might carry out on the basis of consent.

If any legal entity would like to know more about the data held on them, please read below:

- Clients
- Prospective Clients
- Our Current and Former Associates and contractors

### Clients

We will hold the following information about:

- Name and contact information.
- Demographic information such as postcode.
- Information and documents relating to the service we are providing, including email and other communications.
- Billing and payment information.

We use Personal Data to meet contractual requirements. We also use Personal Data as required by law e.g. for VAT purposes. We also use information to invoice clients, and to keep track of payments made.

We will retain information about clients for the duration of our relationship with them, up to 5 years. We will retain financial records for a minimum of 7 years, following the end of the current financial year.

### Prospective Clients

We will hold the following information about a prospective client:

- Name and contact information.

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# Print and Media Certification Ltd

- Information about business activities.
- Information and documents relating to the service we are providing, including communications.

If an enquiry is made to us via email, phone or via our website, we will use this information to follow-up on this enquiry to see if we can provide a service.

We will retain information about prospective clients for the duration of the enquiry and retain this information for 5 years.

## **Our Current and Former Associates and contractors**

We will hold the following information about current and former associates/contractors:

- Name, contact information
- Proof of your qualifications, c.v., records of assessments, competence,
- Bank details

All of the information provided during the associate recruitment process will only be used for the purpose of progressing an application/association with PMC, or to fulfill legal or regulatory requirements if necessary.

PMC will not share any of the information provided during the associate recruitment process with any third parties for marketing or any other purposes. We will hold the information provided securely, whether the information is in electronic or physical format.

PMC will use the contact details provided to us to progress associate/contractor application. We will use the other information provided to assess suitability for the role.

If successful, the information provided during the associate application process will be retained as part of an associate file for the duration of the associate/contractor role plus 5 years.

If unsuccessful at any stage of the associate recruitment process, the information provided until that point will not be retained for longer than 6 months.

**Users of our on-line Management Information system.** There are 2 elements to this:

### **1. Hosting of IMS - Datacenter (Infrastructure)**

IMS is hosted in Amazon Web Services (AWS), London data centre. The General Data Protection Regulation (GDPR) introduces robust requirements that raise and harmonize standards for data protection, security, and compliance. Themes of the GDPR include (but are not limited to) the ability to delete, encrypt, and monitor processing of personal data. AWS services are GDPR ready and feature capabilities that may enable customer GDPR readiness

Refer:

- <https://aws.amazon.com/compliance/gdpr-center/>
- <https://aws.amazon.com/compliance/gdpr-center/service-capabilities/>
- <https://aws.amazon.com/blogs/security/all-aws-services-gdpr-ready/>

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The 3 key main services of AWS used by IMS system are

- Amazon Elastic Compute Cloud (Amazon EC2)
- Amazon Elastic Block Store (Amazon EBS)
- Amazon Simple Storage Service (Amazon S3)

## 2. IMS System

IMS System is designed to enforce secure communications through HTTPS. This will ensure complete encryption during data transfer from the User browser to the Server.

### Visitors to our Website

When our website is visited, we use a third-party service to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to various parts of the website. The information is only processed in a way that does not identify anyone.

### Your Rights

All individuals whose personal data is processed by Print and Media Certification Ltd have certain rights:

- The right to be informed, which is the purpose of this privacy policy
- The right to access what data we hold about a specific person only by that person
- The right to object to direct marketing - contact us directly
- The right to object to processing carried out on the basis of legitimate interests
- The right to erasure (in some circumstances)
- The right to data portability
- The right to have data rectified if it is inaccurate
- The right to have data restricted or blocked from processing

If, at any time, a legal entity wants to verify, update or amend their personal data please email: [info@printcertification.co.uk](mailto:info@printcertification.co.uk). Each legal entity also has the right to lodge a complaint about our processing with the UK's Information Commissioner's Office (hyperlink <https://ico.org.uk/>).

### Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated

Reviewed	Date	Reviewed	Date
J. Dick, J. Stack	17.9.2018.		