

Protective Tapes (UK) Limited

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General Data Protection Regulation

Data protection law is changing and we are required to provide you with information under the new General Data Protection Regulation (GDPR), which comes into effect on 25th May 2018.

At Protective Tapes UK Ltd we take the security of your information very seriously and we are committed to protecting and respecting your privacy.

SECURITY OF PERSONAL DATA

We will take appropriate technical and organisational precautions to secure your personal data and to prevent loss, misuse or alterations of your personal data.

We will store all personal data on secure servers, personal computers and mobile devices, and secure manual record-keeping systems.

WHY WE PROCESS YOUR DATA

We process data to deliver the products and services that Protective Tapes UK Ltd are contracted to produce and provide to you. Data protection allows us to use and share your personal data only where we have appropriate reason to do so, (contract/consent/legitimate interests/legal obligation).

WHAT INFORMATION WE COLLECT

- Company Information (Name, address, VAT number, Company registration number, bank details, credit references).
- Personal Information (Names, email address, postal information, contact numbers).
- Financial
- Confidential

WHAT YOUR INFORMATION IS USED FOR

The purpose for which company/personal information is processed may include any of the following:-

- Deliver/Process products & Services, and meet legal responsibilities
- Communication
- Maintaining records
- Process financial transactions

WHO HAS ACCESS AND WHY

Data will be held and processed to enable Protective Tapes UK Ltd to provide the products and services that we are contracted to carry out. Protective Tapes UK Ltd works with a number of trusted suppliers, agencies and businesses to be able to provide high quality goods and services, such as:-

- Suppliers – All suppliers are security checked and will only hold a minimum amount of information in order to fulfil orders
- Delivery – We only pass on limited information to ensure your delivery is met
- IT Companies – Protective Tapes UK Ltd works with IT businesses that supports our website and business IT systems
- Credit Reference Agencies (Credit Focus, HCC) – We use credit references to ensure customers/suppliers who have accounts are able to manage the level of credit offered and to ensure no fraud is being committed by providing false or inaccurate information.

Only staff who have legitimate need to access data will be authorised to do so.

HOW LONG WE RETAIN YOUR PERSONAL DATA

We only hold onto your information for as long as we need to, and for the purpose we acquired it in the first instance. If the law required us to, we may need to keep your data for up to 7 years after the data is no longer needed by ourselves.

YOUR RIGHTS

Under GDPR you have a number of rights:-

- Right to Access – To request access to your personal information and to know what information we hold and why we hold it
- Right to Rectification – To request that information is corrected if the information we hold is incorrect or incomplete
- Right to Deletion – To have personal information deleted
- Right to Object – To reject our processing of your information
- Right to restriction of processing – restrict processing of your personal data
- Right to data portability – You can retain and reuse your personal data for your own purpose
- Automatic Processing – We will not make any decision regarding you by purely automated means
- Withdrawing Consent – You may withdraw your consent at any time and we will stop using your personal information for which the consent was given.

Complaints

You have a legal right to submit a complaint about how we handle your data, however we do seek to resolve all complaints directly. If you wish to lodge a complaint with the Information Commissioner's Officer, the details are available on the ICO website www.ico.org.uk