

## **PRIVACY POLICY – ISIS Printing Ltd.**

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights include the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU.

ISIS Printing Limited (hereafter called ISIS) uses information given/collected by you to provide a quotation, create a job and invoice jobs undertaken as requested, make telephone, e-mail, postage contact with you with information we believe may be of interest to you and or your business.

### **WHAT WE COLLECT**

We may collect the following information: Name and job title, e-mail address, telephone/mobile number, fax number, address, post code.

In you making initial consent we shall maintain information and may do so until you opt out, which you may decide to at any time. Some personal data may be collected from you from forms you complete, from records of our correspondence by e-mail, telephone or in person and also from details of you visiting our website, including personally identifying information such as Internet Protocol addresses.

Any information ISIS holds about you and your business will only be collected for the information we require to provide you with products you will have requested from ISIS about our business. We will not sell or broker your data. However, your data may have been given to us by a third party (such as a mailing house) but this will only be used in conducting the business you have consented to. The legal basis for processing any personal data is to meet obligations to our clients and to respond to marketing enquiries.

Through agreeing to our privacy policy, you are consenting to ISIS processing your personal data for the purposes outlined. You may withdraw consent at any time by contacting us by e-mail or writing to our address. E-mail addressed to [paolo@isis-print.co.uk](mailto:paolo@isis-print.co.uk) or to ISIS Printing Ltd, Ty-Rhiw Ind.Est., Taffs Well, Cardiff. CF15 7YP attn Paolo Scaglioni.

ISIS may on occasions pass your personal information to third parties exclusively to process work on its behalf. ISIS will require these parties to process this information based on our instructions and requirements consistent with our privacy policy and The General Data Protection Regulation. ISIS will not broker or pass information gained from your engagement with us without your prior consent. We may disclose your personal information to meet any legal requirements or obligations. ISIS will process personal data during the duration of any contract and will continue to store only the personal data needed for seven years after the contract has expired to meet any legal requirements. After this period any personal data NOT needed will be deleted.

Data is held in the UK on password secured servers in area to which only authorised employees have access. ISIS has taken all reasonable steps and has in place appropriate security measures to protect your information.

**As a data subject you have the following rights:**

Right of access – you have the right to request a copy, free of charge, of the information that we hold about you (repeated requests will be charged at a reasonable rate)

Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete. ISIS will endeavour to rectify any data within a reasonable time and normally within 3 months.

Right to erase data – in certain circumstances you may ask for the data we hold about you to be erased from our records.

Right of portability – you have the right to have the data we hold about you transferred to another organisation.

Right to object – you have the right to object to certain types of processing such as direct marketing.

**COOKIES & HOW WE USE THEM..**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used, this helps us analyse data about web page traffic and improve our website in order to tailor it to visitor needs. We only use this information for statistical analysis and identify you merely as a number so we can monitor which pages are found most useful. A cookie in no way gives us access to your computer or any information about you other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you taking full advantage and use of our website.

Complaints – In the event you wish to make a complaint about how your personal data is being processed by ISIS, you have the right to complain to the below. If you do not get a response within 30 days you can complain direct to the Data Protection Regulator.

Details for contact are:

Attn Paolo Scaglioni

ISIS Printing Limited

Ty-Rhiw Ind.Est., Taffs Well

Cardiff.

CF15 7YP