

# BIGWOODS PREMIER PRINTERS LTD. GDPR STATEMENT

## **PRIVACY POLICY**

At Bigwoods Premier Printers Limited, we care about your privacy. We are very careful in both protecting and respecting it, ensuring that any processing of your data is secure, only used for the stated purpose and handled in accordance with the EU General Data Protection Regulation (GDPR – 2016/679).

### **Who we are**

Bigwoods Premier Printers Ltd. ('Bigwoods') is a privately owned Jersey registered company that provides a full range of commercial and general printing and graphic services, as well as mailing services, data processing and cleansing, personalisation of documents, fulfilment and posting.

Bigwoods acts as the data controller of personal data you provide to us on an individual basis, or that we collect from the public domain (e.g. a website or public register). We act as a data processor on behalf of our customers to fulfil our contractual obligations.

### **Use of personal information**

At this time, we do not use any covert means to gather any personal information from anyone that visits our website or any of our social media pages, other than that which is automatically provided by such social media applications. That is not to say that we may not use this ability as a marketing tool in future. The data that we currently hold is from genuine business contact through personal meetings, telephone conversations, texts, personal messaging, online forms, email and conventional mail and is only ever used for the conduct of legitimate business between ourselves and our clients. Our current approach to advertising is 'generic and widespread', rather than the tailored and personalised model.

### **Information collected**

We only collect personal information that is relevant for our stated purposes. Information about you, such as your name, your business telephone number, email and postal address, that is in the public domain (for example, on a website or public register). If you contact us, we may keep a record of that correspondence.

We only collect information from visitors to this website through the use of online forms, email hyperlinks and every time we are emailed through the website. Additional information about your visit to our website is available to us, but at this time, we have no use for it and therefore do not harvest it. Please see our cookies policy for more details.

## **Legal basis to process your personal data**

The GDPR allows personal data to be legally collected and used if it is necessary for a legitimate interest of the organisation, provided it is fair and balanced and does not unduly impact the rights of individuals. Having conducted a Legitimate Interests Assessment (LIA) on ourselves, we have concluded that our legitimate interest in collecting and processing personal data is justified by purpose, necessity and balance of interest.

## **Passing your information**

Your personal data will never be passed on to any other party outside of Bigwoods, other than contracted parties acting directly upon our instructions, and in compliance with the GDPR. Any contracted parties or sub-contractors would only ever receive such data under your written authorisation as a part of any contract between us.

## **Security**

We take physical and cyber security measures to protect your information including:

- Restricting access to specific areas of our premises to those who are entitled to be there (by door entry system).
- Using best practice access controls to our information technology, such as firewalls, ID verification and logical segmentation and/ or physical separation of our systems and information.

## **Data retention**

As a Data Controller, we will only retain your personal data for as long as it is associated with a business in our database in relation to print or mailing interest. Thereafter, we will erase it. We verify our data periodically, typically every 12-18 months. If we are handling third party data in carrying out work that you have engaged us to do for you, that data will be purged and deleted from our systems immediately upon satisfactory completion of the work.

## **Your rights**

You have the right to see a copy of the personal information we hold about you. To do so, please make a request in writing to: Bigwoods Premier Printers Limited, 4 La Rue Martel, Rue des Pres Trading Estate, St Saviour, Jersey JE2 7QR.

You may request us to rectify or block the processing of your personal data if that personal data is no longer accurate.

You have the right to be forgotten. At your request we will erase your personal information, retaining sufficient information only for suppression purposes. Should you wish to raise a complaint with the Information Commissioner's Office in the UK regarding our handling of your personal data, they can be contacted at <https://ico.org.uk/concerns/>.

## **Amendments**

This privacy policy was last reviewed in February 2018 and is subject to change from time to time.

## **Authorising signature**

Richard Cornick  
Managing Director