

## GDPR COMPLIANCE STATEMENT

The General Data Protection Regulations (GDPR) come into force on 25<sup>th</sup> May 2018. GDPR is a new set of regulations that cover how companies and organisations throughout the EU capture, process and hold personal information.

Traditionally, data laws have applied to whoever supplies the data, now known as the data controller. For direct mail purposes that is you, the customer, who harvests data, or buys data and supplies that data to us. The data controller is required to ensure that they have an active opt-in process to contact people using that data and to manage complaints.

GDPR will also apply to the data processor, in this instance, Barclay's Print for Direct Mail production and we also have responsibility for appropriate security and responsible data use.

We also have a responsibility to secure management of any data we hold on you and your business and all our customers. Our Privacy Policy is permanently available on our website.

We will ensure that our processes meet or exceed the regulatory requirement including:

- Signed client agreements outlining our responsibilities with client data;
- Completed data security examinations and signed sub-processor agreements;
- Our GDPR compliance statement and privacy policy will be published on our website;
- All staff have been trained to understand their GDPR responsibilities and all new staff will be trained on induction;
- No personal data is transferred outside of the EU;
- No personal data will be stored for more than 3 months;
- We do not process sensitive information directly. We may process information on behalf of a client if required, under a strict set of data control procedures;
- Data storage has been audited and is physically and digitally secure;
- Access to data has been restricted to a limited number of staff with specific interest in using that data;
- We have a right to erasure process. If you wish to be erased from any data we process;
- Please contact our Data Privacy Officer (details below);
- We have a notification process in place for any breach;
- We operate CCTV on our premises;
- We are registered with the Information Commissioner's Office (Ref: ZA334344)

We are in the process of completing ISO27001 certification, as a way of managing our information and data management procedures and as a method of ensuring external audit of our data management processes.

**Our Data Privacy Officer is Morris Lautman, who can be contacted by:**

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