



ENGRAVERS • SCREEN PRINTERS • SIGN MAKERS

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General Data Protection Privacy Notice

What is the purpose of this document?

Plumridge & Peters Ltd is committed to protecting the privacy and security of information.

This privacy notice describes how we collect and use information about your company during your working relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Data protection principles

We will comply with data protection law. Any information gathered during a contract will be:

- 1.1 Used lawfully, fairly and in a transparent way.
- 1.2 Collected only for valid purposes and will not be used in any way that is incompatible with those purposes.
- 1.3 Relevant to the purposes and limited only to those purposes.
- 1.4 Accurate and kept up to date.
- 1.5 Kept only as long as necessary.
- 1.6 Kept securely.

The kind of information we hold about you

We will collect, store, and use the following categories of information:

- Contact details such as name, title, addresses and telephone numbers.
- Back account details if supplied.
- Data relating to the project/projects for future reference.

Data retention

How long will you use my information for?

We will only retain information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We retain data for 7 years. Following 7 years we will securely destroy information in accordance with applicable laws and regulations.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time.