

GDPR: Data Privacy Notice For Clients And Employees

Introduction

GPC Clear Solutions Limited is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the “GDPR”).

1. Definitions

Data controller - A controller determines the purposes and means of processing personal data.

Data processor - A processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person

Categories of data: Personal data and special categories of personal data

Personal data - The GDPR applies to ‘personal data’ meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

Special categories personal data - The GDPR refers to sensitive personal data as ‘special categories of personal data’ (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

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2. Who are we?

GPC Clear Solutions Limited is the data controller. This means we decide how your personal data is processed and for what purposes.

3. The purpose(s) of processing your personal data

We use your personal data for the following purposes:

If you are an employee we use the data to adhere to employment law and to pay you. If you are a customer we use your data to order and supply products ordered by you.

Customers and employees of GPC Clear Solutions now need to be aware of the data GPC Clear Solutions Limited hold about them and give permission by an opt In system that this data can be kept and processed securely.

4. Permission

All employees have received a letter containing all of the data GPC holds about them

All customers and new customers will also receive a letter asking them to opt in, in order for us to keep their information.

All job applicants are informed on the job advertisement

5. Sharing your personal data

If you are a GPC employee your data is strictly confidential and will only be shared with GPC management the only third parties your data will be shared with is for purposes such as being paid. For example, GPC's accountant and HMRC. If you are a GPC Clear Solutions customer your data is strictly confidential and will only be shared with GPC personal and the third parties (Approved Suppliers) necessary to fulfil your order.

If you are applying for a job within GPC Clear Solutions Limited your data will be only shared with third parties if required e.g. immigration

6. How long do we keep your personal data

Data is only kept as long as is necessary. Customers information will be deleted if they have not ordered for 18 months. Employee's information will be kept for as long as they are in employment and then for the length of time that the law states once their employment is over. If you apply for a job within GPC Clear Solutions Limited your data will be kept no longer than a year then will be deleted and shredded.

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7. Providing us with your personal data

If you are a GPC employee We require your personal data as it is a requirement necessary to enter into a contract. If you are a GPC customer, we require the data to be able to complete and deliver your orders. If you are applying for job within GPC Clear Solutions Limited we require your personal data in order to process your application.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

9. Transfer of Data Abroad

GPC does not transfer personal data outside of the EEA

10. Automated Decision Making

GPC does not use any form of automated decision making.

11. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

12. Changes to our privacy policy

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You will be notified of any changes that GPC make to this privacy policy.

13. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our DATA PROTECTION OFFICER (Amanda Crouch)
Amanda@gpcclearsolutions.co.uk

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

This policy will be reviewed yearly unless there are changes made to the law then it will be reviewed as necessary.

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