

## **PRIVACY POLICY**

### **WHO WE ARE**

Sheard Packaging are the largest independent sheet plant in the UK. We design, manufacture and supply a broad range of corrugated packaging and innovative design solutions. Heath Recycling provides a complete waste management service.

### **PROCESSING DATA**

S. Sheard & Son Ltd shall ensure that personal data is processed securely, fairly and in a transparent manner in relation to individuals. Data will only be collected for specific and legitimate purposes. We will also ensure that third parties processing data on our behalf comply with data protection regulations. Security will be appropriate and adequate and will indemnify the data controller of any breaches.

Name and Telephone Contact Number for data protection officer is Estelle Waddington, 01422 328797

### **TYPE OF INFORMATION**

We will only hold and process information which is relevant, specific and limited to what is necessary in order to assist in and fulfil our contractual requirements with you and with legitimate business interest. The type of information we hold and process includes:

- Names and title
- Contact details such as address, telephone number and email address of employees of clients and suppliers
- Financial details for accounting purposes.

In connection with our business, we may collect certain personal information from you in order to provide information on our services, administer contracts and deal with enquiries. This information will be collected primarily from our business clients as information on their staff including directly from you, but we may also collect it where lawful to do so from third party service providers, individuals whom you have indicated have agreed for you to provide their personal information, government, tax and other third parties.

### **RIGHTS IN RELATION TO PERSONAL INFORMATION**

Individuals (whether employees of our clients or as clients themselves) have the right to:

- Request to see the personal data we hold about you

- Request that we delete or amend any inaccuracies in the personal data that we hold on you
- Request that we do not process your personal data for direct marketing
- Object to our processing of your personal data
- Data portability
- Complain to the Information Commissioner's Office

## **SHARING INFORMATION**

We may share information with third parties outside of the EU under contract but will ensure they comply with data protection regulations. Your personal information will only be made available to relevant staff and departments within our business for specific legitimate purposes.

Your personal information may also be made available to third parties providing relevant services under contract to us such as credit card processors, auditors and compliance bodies, IT hosting and IT maintenance providers. These third parties may use information about you to perform their functions on our behalf.

## **PROVISION OF SERVICES IN RELATION TO SECURITY SHREDDING**

Any documents provided to S. Sheard & Son Ltd in relation to Security shredding are not contained in structured filing systems and are, therefore, not subject to data protection regulations. We will, however, ensure that any such documents provided to the company are managed and destroyed in a manner that allows our clients to comply in full with their own data protection regulations.