

**BBB Printing Ltd**  
**43 Momentum Place**  
**Bamber Bridge**  
**Preston**  
**PR5 6EF**  
**01772 696260**



## **General Data Protection Regulation (GDPR)**

As of 25 May 2018, European data protection legislation will be updated for the first time in 20 years. The EU General Data Protection Regulation (GDPR) replaces the 1995 EU Data Protection Directive. The GDPR strengthens the rights that individuals have regarding personal data relating to them and seeks to harmonize data protection laws across Europe, regardless of where that data is processed.

### **What are your responsibilities as a customer?**

Our customers are known as the data controller for any personal data they provide in connection with our services. The data controller is responsible for the data provided and ensure the data provided is in compliance with GDPR. If you are the data controller and require further information on your responsibilities under GDPR, please refer to your protection authority. You should also seek independent legal advice relating to your status and obligations under the GDPR, as only a lawyer can provide you with legal advice specifically tailored to your situation. Information herewith is not intended to provide you with, or should be used as a substitute for, legal advice.

### **Use of Personal Data**

If you provide your personal data to BBB Printing Ltd.

We may use the information provided to contact you with regards to your order. Information submitted via the BBB Printing website or email address will be used for the purposes of order fulfilment.

We never have, do not now, or intend to, sell, market or rent or share your personal data to any third party.

Your data will only be used by BBB Printing and will not be passed on to any other third party. We may on occasion need to share certain details to a courier company should we experience difficulty with a delivery.

### **Information we hold on our system**

We hold customers details on our system in order to fulfil current and future orders.

We hold and store NO payment information for any customer.

Personal information of an employee of a BBB Printing Ltd customer is used by staff of BBB Printing Ltd for production of Photo ID Badges, the information is held within our secure ID production software which is password protected.

Every computer within BBB Printing Ltd is password protected.

### **Employee Confidentiality**

All of our employees are required to sign a confidentiality agreement and complete mandatory confidentiality and privacy trainings, as well as our Code of Conduct training. Our Code of Conduct outlines expected behaviour with respect to the protection of information.

### **Data Retention & Deletion**

On request, we can provide and delete any personal information we may hold. Backups are taken daily and those backups are stored for a period of two weeks. After two weeks, old backups are removed.