

The Company	PTC Ltd
Policy Number	4
Policy Title	General Data Protection Regulations (GDPR)
Version	A
Issue date	June 2018
Review Period	12 months
Date of Next Review	May 2019
Responsible Person (where required)	M Pleydell
Role of Responsible Person	Director

1. Introduction

This policy ensures that the Company:

- Complies with the law and follows good practice
- Protect the rights of clients, suppliers and staff
- Is open about how the Company processes and store individuals' data
- Guards against the risk of a data breach.

2. Sourcing Contact Data

The Company collects and use contact details for three purposes:

- So that the Company can send invoices to the right person and, if an invoice is not paid on time, the Company can remind that person that payment is overdue. These data are name, job title, organisation, postal address, phone number(s) and e-mail address.
- So that the Company can send product and service information to customers and potential customers. These data are name, job title, organisation e-mail address and phone number.
- So that, when taking on, employing, and after the end of any period of engagement personnel or contractors they can be contacted. The data retained shall be (name, address, e-mail address, telephone number, alternative telephone contact details for use in an emergency. Additionally excepting where bank details appear on accounting records that have to be retained, their bank details and c.v. shall be retained up to the end of the period of employment and deleted after any outstanding payments have been made.

3. Data Security

- None of our databases are made available to any other organisation.
- If you would like a copy of the personal information the Company holds about you, please contact us (see below). The Company will not charge for this service.
- The Company wants to make sure that your personal information is accurate and up-to-date. Please tell us about any errors so that the Company can correct or remove information which is inaccurate.
- All our data are held on secure servers and automatically backed-up.
- The Company do not use cookies.

4. Accountability

The Director is responsible for the review and implementation of this policy, for monitoring compliance with GDPR and for the allocation of all duties regarding data protection.

The Director can be contacted at enquiries@p-t-c.co.uk

Consent shall be sought from those persons whose data is retained prior to or at the time of obtaining that data. Any person may request a copy of their data or ask to have it removed from the Company's records at any time. The Company shall comply with any such request promptly to the best of its ability.

5. Review

This policy will be kept up to date, particularly as new legislation is introduced, and as new equipment is acquired by the Company. To ensure that this is done, the policy and the way in which it is operated will be reviewed as required and at least annually.