



GDPR COMPLIANCE STATEMENT

The General Data Protection Regulations (GDPR) come into force on May 28th 2018. GDPR is a new set of regulations that cover how companies and organisations throughout the EU capture, process and hold personal information.

Traditionally, data laws have applied to whoever supplies the data, now known as the data controller. For direct mail purposes that is the client, who harvests data, or buys data and supplies that data to us. The data controller is required to ensure that they have an active opt-in process to contact people using that data.

However, GDPR will also apply to the data processor, which in this instance, is International Copiers for email marketing and we also have responsibility for appropriate security and responsible data use. That can include auditing of compliance of the data controller to ensure that data we process is being appropriately obtained and used.

In order to ensure that we are fully GDPR compliant and that our processes and systems are well designed, open and transparent, we are in the process of reviewing our Information and Data Management systems, in accordance with ISO27001 requirements. Whilst ISO27001 is not legally required, it creates a more robust and traceable system and it ensures that our GDPR compliance will be examined by an independent auditor at least once a year.

As part of this process, we have been undertaking internal data audits, we have reviewed our working processes and some of our IT and messaging systems. We are also working through physical security audits and audits of our suppliers and any third parties who may have access to data. We will also be working with our clients, to ensure that their processes take appropriate account of the new GDPR regulations.

We will ensure that our processes meet or exceed the regulatory requirement and will ensure that:

- All of our staff and contractors are familiar with GDPR and their personal responsibilities. Our GDPR policy will be published to our website, when it is finalised.
- All staff are trained before May 28th 2018, all new staff will be trained on induction and all staff will be retrained every two years (or sooner if there is a major change in legislation).
- We have a right to erasure process. If you wish to be erased from any data we process. Please contact us via email to our Data Protection Office.
- No personal data is transferred outside of the EU.
- Client and personal data will only be stored for the minimum period necessary.
- We do not process sensitive information directly. We may process information on behalf of a client if they ask. This would be subject to strict privacy controls.
- All storage is secure and our suppliers have GDPR procedures in place. All of our storage suppliers have specifically addressed our GDPR audit enquiries as part of ISO27001 and GDPR preparation.
- We have a notification process in place for any breach.

Our Data Protection Officer is Suzanne Fassum; suzanne@intcopiers.com