

GDPR & PRIVACY POLICY

JMJ Bulk Packaging Limited are committed to respecting and protecting the privacy of its employees, anyone using our products or services and the confidentiality of any information that is provided to us.

The purpose of this statement is to set out our responsibilities and guidelines that we will adhere to when using and storing personal data. This ensures our commitment to the security of all data we hold and compliance with the General Data Protection Regulations that came into place on the 25 May 2018.

JMJ Bulk Packaging Limited gathers and retains information pertaining to businesses and individuals. This includes customers, suppliers, business contacts, employees and other people the company has a relationship with or may need to contact. The data we hold, with the exception of our employee data is strictly limited to contact information required for the processing of client business and no sensitive personal data is collected or stored at any time.

This policy ensures JMJ Bulk Packaging Limited:

- Complies with data protection law, the latest general data protection regulations and good practice
- Protects the rights of staff
- Is open how it stores and processes individuals data
- Protects itself from the risks of data breach

JMJ Bulk Packaging Limited is fully compliant with the data protection act 1998 and we follow the eight most important principles which are that data must:

- Be processed fairly and lawfully
- Be obtained only for specific, lawful purposes
- Be adequate, relevant and not excessive
- Be accurate and kept up to date
- Not be held for any longer than necessary
- Processed in accordance with the rights of data subjects
- Be protected in appropriate ways
- Not be transferred out the EEA unless that country or territory also ensures adequate protection.

Responsibilities and Guidelines

Everyone who works for or with JMJ Bulk Packaging Limited has some responsibility for ensuring data is collected, stored and handled appropriately. Each person that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles. The board of directors are ultimately responsible for ensuring that JMJ Bulk Packaging Limited meet its legal obligations and will deal with individual requests to see data that the company holds.

The only people with access to data covered by this policy will be those who need it for their work. Data will not be shared informally and when access to confidential information is required employees are to request it from the managing director.

Employees are to keep all data secure by taking sensible precautions such as:

- Use of strong passwords which are not shared
- Personal data will not be disclosed to unauthorised people.
- Never saving copies of personal data on their own PC's
- Always accessing and updating the central copy of any data.
- Data will be reviewed and updated regularly. Data no longer required will be deleted and/or shredded.

Data Storage

Data stored electronically is protected from unauthorised access, accidental deletion and malicious hacking attempts. Data is backed up off site, the procedures and locations have been audited as secure and data is never saved directly to laptops, desktops or other mobile devices. Mobile devices are all encrypted and configured for remote wipe. Use of USB sticks are not allowed. All servers and computers containing data are protected by approved software and firewalls. JMJ Bulk Packaging Limited comply with all five technical controls of the Cyber Essentials Scheme which protects the business against cyber-attack.

When data is stored on paper it is kept in a secure place where unauthorised people cannot see it. When not required any paper or files will be kept in a locked drawer or filing cabinet. Data printouts are shredded and disposed of when no longer required.

Subject Access Requests

All individual who are the subject of personal data held by JMJ Bulk Packaging Limited are entitled to ask what information the company holds on them and why.

If an individual contacts the company requesting this information, we will ensure their identity is verified and will then provide the relevant data within a reasonable time.