

GDPR Policy Statement

Introduction – Dorchester Print Limited, t/a Sherrens the Printers and Weyprint needs to gather and use information about individuals. These can include customers, suppliers, business contacts, employees and other people the organisation has or may need to contact. This policy describes how this potential data must be collected, handled, stored and disposed of to meet The GDPR 2018 requirements, to comply with the Law.

Purpose This GDPR policy ensures Dorchester Print Limited:

- complies with the regulations and follows good practice;
- protects the rights of staff, clients and partners;
- is transparent about how it collects, stores and processes individual's data; and,
- protects itself from the risks of data breach Data Protection Law, the Data Protection Act 1998 is being replaced by the General Data Protection Regulations in May 2018 (following an EU directive). The regulations describe how a company must collect, handle, store and dispose of personal information.

The Regulations apply whether the data is stored electronically or as hard copy. Data kept will be: -

1. Collected fairly and legally
2. Individual will be made aware and must actively give permission
3. Data must be relevant
4. Data will be accurate and current
5. Not be held for longer than necessary
6. Be protected appropriately
7. Destroyed on request – right to be forgotten
8. Be supplied on request to the relevant individuals
9. Not shared with any other party without permission

Scope

This policy applies to: -

- All Dorchester Print Limited offices
- All staff
- All Clients
- All contractor's, supplier's associates and others working on behalf of the company
It applies to all data that the company holds relating to identifiable individuals, even if that information technically falls outside GDPR 2018. This data will include:
 - Names of individuals
 - Company name
 - Postal addresses
 - E-mail addresses
 - Telephone numbers – landline and mobile
- Any other information relating to individuals Risks This policy helps to protect Dorchester Print Limited from security risks including:
 - Breaches of confidentiality e.g. divulging information by mistake
 - Failing to offer choice e.g. preventing the individual giving permission on holding data what is held and how it is stored
 - Reputational damage e.g. company servers being hacked, and sensitive data being stolen.

Signed:



Clive Garman & Andy Sharp
Directors
22nd May 2018
(Review date: Jan 2019)

