



# GDPR & PRIVACY POLICY





## **GDPR/Privacy Notice**

The General Data Protection Regulation (GDPR) legislation took effect on 25<sup>th</sup> May 2018. This document gives details on how personal information is managed at Goss Springs Ltd and Press & Multislide Tooling Ltd in accordance with the GDPR.

Goss Springs Ltd and Press & Multislide Tooling Ltd, as defined in the GDPR, acts as a Data Controller and a Data Processor for personal data that has been provided by you or the company that you represent.

### **Collection of Personal Data**

To build on and nurture the business relationships needed for Goss Springs Ltd and Press & Multislide Tooling Ltd to act as an independent Manufacturing company, it is necessary to communicate with a range of individuals and companies that Goss Springs Ltd and Press & Multislide Tooling Ltd works with in general day to day business.

It is therefore necessary, in order to communicate with our customers and supply chain, to request and hold the following personal information for individuals involved in our business relationships:-

- Full Name
- Email address
- Business address and contact numbers
- Business VAT and Registration numbers
- Staff information for legal, HR, HMRC & training and employment requirements

If you opted in for marketing in the future with regards to new products we may offer, we will only contact you via your preferred method. You can opt out of receiving any mailings at any time by clicking on the unsubscribe link at the bottom of the email or by completing the Opt Out form on the contact page on our website.

### **Personal Data Usage**

The data listed above is held on our operating server. Server backups are made to encrypted hard drives to maintain data security. However personal data may be transferred to laptops and mobile phones to enable communication using mobile technology. All mobile technology owned by Goss Springs Ltd and Press & Multislide Tooling Ltd are pass code protected to maintain data security. No personal data supplied to us is shared or distributed, nor is it subject to further processing.

Any Personal Data provided to the company will be used solely for the communication of matters relating to the business conducted between Goss Springs Ltd and Press & Multislide Tooling Ltd and the company that you represent. Personal Data can be erased either upon your request, or when it is determined that the information is no longer required for the maintenance of business relationships.



## Accuracy of Personal Data

Goss Springs Ltd and Press & Multislide Tooling Ltd will take all reasonable measures to ensure that any personal data held is accurate. Should you be aware of any changes that need to be made to the information held, you should advise us and we will update the information.

## The Rights of Data Subjects

The GDPR provides certain rights to protect the Personal Data of Data Subjects, including:-

- Request access to any Personal Data held by Goss Springs Ltd and Press & Multislide Tooling Ltd
- Prevent the processing of your personal data for direct-marketing purposes
- Ask to have inaccurate personal data amended
- Prevent processing that is likely to cause damage or distress to you or anyone else
- Have your Personal Data erased
- Object to automated processing or profiling which produces legal effects
- Receive Personal Data held about you in a commonly used, machine readable format.

## Complaint

Should you wish to make a complaint about how your personal data is being processed by Goss Springs Ltd and Press & Multislide Tooling Ltd, or how your complaint has been handled, you have the right to lodge a complaint directly in writing with the supervisory authority and Goss Springs Ltd and Press & Multislide Tooling Ltd's Data Protection Officer.

Data Protection Officer  
Bower Hill Industrial Estate  
Bower Hill, Epping, CM16 7BN

Tel: 01992 472400  
[www.goss-springs.com](http://www.goss-springs.com)  
[dpo@goss-springs.com](mailto:dpo@goss-springs.com)  
[www.pmt.me.uk](http://www.pmt.me.uk)  
[dpo@pmt.me.uk](mailto:dpo@pmt.me.uk)

Information Commission Office (ICO)  
Wycliffe House, Water Lane  
Wilmslow  
SK9 5AF

Tel: 0303 123 1113  
<https://ico.org.uk>  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

## Visitors to our Websites

We use a third party service, Google Analytics, to collect your basic internet log information and information on your behaviour patterns whilst you are on our site. This information is for our own personal use to monitor usage and behaviours. No information collected is used to identify individuals unless explicit consent is obtained together with an explanation of what we intend to do with it.



Cookies are used for monitoring website usage. Cookies is a small text file that is stored on a local user's computer system or mobile technology from our website which allows us to monitor the user's website experience. In line with GDPR compliance, your consent to the use of cookies is obtained before you can access our site.

Any information collected will only be shared with third party services if you provide us with explicit consent or if legally required to do so. Any third parties that we may share your data with are obliged to keep you details securely and to use them only to fulfil the service they provide to you or us.

### Consent

All Personal Data held by Goss Springs Ltd has been provided to us to facilitate the maintenance of business relationships. No further action is required to confirm consent for Goss Springs Ltd and Press & Multislide Tooling Ltd to hold the personal data detailed above. If you wish to have your personal data erased or to request what information we hold about you and how it is processed, please contact us.

Contact details:-

[dpo@goss-springs.com](mailto:dpo@goss-springs.com)

[dpo@pmt.me.uk](mailto:dpo@pmt.me.uk)

To be able to release any information on your personal data, we will require the following forms of ID:-

- Passport
- Driving Licence (or birth certificate with some form of photo ID)
- Utility Bill (from last 3 months)
- Proof of business employment (if the data subject is enquiring on behalf of a company)

