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Privacy Policy

Privacy Policy – We have updated our Privacy Policy in accordance with the new GDPR Regulations (as introduced May 2018). Please take the time to read our new policy as below:’

Introduction to Privacy Policy

This privacy policy statement discloses the ways personal data gathered is used, disclosed, and managed. It fulfils a legal requirement to protect personal data.

This policy document forms a key part of Essex Packaging Supplies Ltd (EPS) set of control to ensure that all forms of information is protected effectively and that EPS can meet its obligations to all interested parties.

Purpose

The purpose of this policy is for EPS to communicate how and for what purpose personally identifiable data is collected. This needs to be displayed/communicated on all relevant media.

Scope

The scope of this policy extends to all employees (including former employees and job applicants), clients, website visitors, contractors, vendors and partner agencies who use/access EPS’s facilities.

Policy Statement

EPS must operate in accordance with Data Protection Laws, protect all personal data gathered through various means and only store data necessary for as long as needed, and ensure its safety and security throughout. No uncontrolled external access shall be permitted to any network or networked system. Where required, appropriate access restrictions and monitoring are put in place on a ‘need-to-know-basis’. Remote access must be disabled when not in use.

Website visitors

The privacy policy below also sets out how EPS uses and protects information that is given during the website visit.

EPS is committed to ensuring that the privacy of all website visitors is protected. Should EPS ask for information to be provided which can identify the website visitor, this will only be used in accordance with this privacy policy; All media/links will be updated if changes are made to this policy

Information collected

Personal data which we collect about you.

Personal data means any information from which that person can be identified. We collect the following types of data:

Identity Data we collect includes title, first name, last name, company name, email address and telephone number.

Technical Data includes Geo location, IP address (internet protocol), operating system, device type; browser version and browser type.

Usage Data includes information on how you use the website (with the help of Google Analytics), your marketing preferences (with your opt-in consent only) and preferences and interests.

We do not collect any Special Categories of Personal Data about you and do not carry out any automated decision making.

How personal data is collected

We use different methods to collect data from and about you including through:

- Making enquiries or requesting information via our website contact form, email or telephone
- Engaging with us on social media
- Leaving comments or reviews about our services (via a Third-party platform such as Google)

What we do with the information collected

We require this information to understand your needs and provide you with more information for the services you have requested. Your information may also be stored in a CRM system for internal record keeping only.

This privacy policy sets out how we use and protect any information that you give us. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified; you can be assured that it will only be used in accordance with this privacy policy. We may change this policy from time to time by updating this page. So please check back from time to time to ensure that you are happy with any changes.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

If you have previously opted into receiving information from us, you may change your mind at any time by – unsubscribing from our mailing.

We will not sell, distribute or lease your personal information to third parties or hand it over unless required by law to do so. You may request details of personal information held about you under the Data Protection Laws. If you would like a copy of the information held on you please request this in writing to our Privacy Officer via post through our contact details listed on this website. We will endeavor to provide the requested data to you within 60 days.

If you believe that any information, we are holding on you is incorrect or incomplete, please write to us as soon as possible with the relevant details, at the same address used initially, and we will endeavor to make corrections within 60 days.

Data retention

We will only keep your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

By law, we have to keep basic information about our customers (including contact, identity and financial data for six years after they stop being customers.

Website Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

External Links

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information, which you provide whilst visiting such sites and this privacy policy does not govern such sites. You should exercise caution and look at the privacy policy applicable to the website in question.