

## GENERAL DATA PROTECTION REGULATIONS ASSURANCE STATEMENT

### Purpose of this notice

This notice describes how we collect and use personal data about you, in accordance with current applicable UK Data Protection Legislation together with other laws which relate to privacy and electronic communications. In this notice, we refer to these laws as "Data Protection Law".

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

### About us

"We", "us", "our" and "ours" means Greenlight Packaging Limited (Registered number 02926851).

For the purpose of Data Protection Law and this notice, we are the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are required under Data Protection Law to notify you of the information contained in this privacy notice.

### How we may collect your personal data

We obtain personal data about you, for example:

- when you request a quote from us in respect of the services we provide;
- when you contact us by email, telephone, post or social media (for example when you have a query about our services)

### The kind of information that we hold about you

- Your name
- Your address
- Your contact details
- Your email address
- Your telephone number

### Data retention

We will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.

### Data sharing

We will not share your data with any third parties.

### Data security

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### Rights of access, correction, erasure and restriction

#### Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

#### Right to withdraw consent

To withdraw your consent, please email [accounts@greenlight.wales](mailto:accounts@greenlight.wales) or [sales@greenlight.wales](mailto:sales@greenlight.wales)

Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to.



## Changes to this notice

Any changes we may make to our privacy notice in the future, we will inform you accordingly.

## Contact us

If you have any questions regarding this notice or if you would like to speak to us about the manner, in which we process your personal data, please contact us by emailing [accounts@greenlight.wales](mailto:accounts@greenlight.wales) or [sales@greenlight.wales](mailto:sales@greenlight.wales) or by telephone on 02920790880.

For more information regarding Green Light Packaging, please [click here](#).

