

# PRIVACY POLICY

## WHO WE ARE?

Quantus Print and Display are a commercial print company.

Our registered address is:

Quantus Print & Display  
London Head Office  
31 Forest Ridge  
Keston Park  
Keston  
Kent BR2 6EG

We understand that your privacy is important to you and that you care about how your personal data is used and shared. We respect and value the privacy of all employees, clients and visitors who we work with and will only collect and use data in ways that are described here, and in a manner that is consistent with our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of our Privacy Policy is deemed to occur when you become a client, employee or submit a request via our website. If you do not agree with this Privacy Policy, you should contact us to discuss further.

## DEFINITIONS AND INTERPRETATIONS

In this Policy, the following terms shall have the following meanings:

**“Quantus”** means Quantus Print and Display, a commercial print company whose registered address is given above.

**“Client”** means any person who is a current or prospective client of Quantus Print and Display.

**“Visitor”** means a visitor to the Quantus Print and Display website or who submits details to request further information about our services – either via the website, email or telephone.

**“Employee”** means any person employed by the Quantus Print and Display.

**“Personal Data”** means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give us when becoming an employee, a client, via our website, email or telephone. This definition shall, where applicable, incorporate the definitions provided in the General Data Protection Regulation 2016/679 ("GDPR") and legislation under the Data Protection Act 2018

## INFORMATION ABOUT US

Quantus Print and Display maintain records of all employees, clients, visitors and operate and maintain the website at [www.quantusprint.co.uk](http://www.quantusprint.co.uk).

## WHAT DOES THIS POLICY COVER?

This policy applies only to our use of your data as employees, as clients, as visitors and the use of our website. We may provide links to other sites on our website for convenience and for informational purposes only. We do not endorse or approve any products, services or opinions expressed on such other websites. We have no control over how your data is collected, stored or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

## DATA WE COLLECT

When you become a client, apply for employment, ask for information about Quantus Print and Display or visit our we collect data about you and your visit.

### ***Data we collect from you or third parties.***

We may collect some or all of the following data either directly from you or via third parties:

- Personal details (e.g. name, salutation, title, date of birth, gender)
- Contact details (e.g. email address, telephone number, mobile number, address and emergency contact information)
- Health details, where applicable
- Government issued documents (e.g. passport, identity card, social security numbers, driver's licenses and immigration cards)
- Financial Information (e.g. bank information)
- Information via public record
- Employment application details (e.g. name, employment history, telephone number, address, email address, education history and immigration status)

Data collected by us when becoming a client or for employment may include data about yourself and other third parties. By providing us with personal data of any third party, you confirm that you have the authority to do so on their behalf and have provided them with the information set out in this privacy policy.

**Data we collect automatically**

When you access our website we automatically collect some categories of data from you, including data collected using cookies and other device tracking technologies (Cookies and Tracking Technologies). Further information about Cookies and Tracking Technologies is available on the following sites – see [www.allaboutcookies.org](http://www.allaboutcookies.org) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu).

**Data we do not collect**

Quantus Print and Display does not collect any information relating to credit card transactions or other information relating to special categories of data as defined under GDPR

## HOW WE USE PERSONAL DATA

All personal data is processed and stored securely, for no longer than is necessary and our use of your personal data will always have a lawful basis, either as an employee, a client or a visitor for marketing and information purposes.

We may use your personal data for the following purposes:

**Identify and authenticate you:** We may use your personal data to verify your identity when you become a client or apply for employment and to ensure the security of your personal data. We do this to comply with our legal obligations to you.

**Provide you with services:** We process your personal data to provide services to you as a client, process orders, issue invoices and to meet our legal obligations as a business.

**Advertise and marketing:** If you have consented we may use your personal data to market products, promotions and services related to our business by your preferred contact method. It is in our legitimate interest to provide relevant advertising to promote the business to our clients and visitors.

**Communicate with you:** We may use your personal data to communicate with you, for example if we are providing you information regarding changes to the business, the status of your order, if you have contacted us with questions or requested information about our services. It is our legitimate interest to provide you with appropriate responses and provide you with updates relating to transactions as a client.

**Exercise our rights:** We may use your personal data to exercise our legal rights where it is necessary to do so, for example to detect, prevent and respond to legal claims.

**Comply with our obligations:** We may process your personal data to, for example, carry out employment screening checks or comply with applicable legal or regulatory requirements, where explicitly required by law.

**Ensure the safety of employees and clients:** We may process your data to ensure the safety and security of all persons when visiting the company should this be necessary.

**Evaluate your potential employment:** We may process your personal data if you apply for a position as a member of staff with us including making enquiries with regard to employment/education history and professional and personal references.

## HOW WE DISCLOSE PERSONAL DATA

**Legal advisers debt collection agencies:** We may share your personal data where a legitimate interest arises to recover outstanding payments or prolonged debts.

**Where required by law:** We may provide certain personal data to governmental and recognised law enforcement agencies as required by law to comply with our legal obligations.

**To protect our rights or the rights of a third party:** We may share your personal data to identify, investigate, contact or bring legal action against an individual who may be causing injury or interference with our rights or property or the rights or property of a third person if we believe in good faith that disclosing this personal information is necessary or advisable. Personal data about you may also be shared with governmental or recognised law enforcement agencies in order to prevent and detect crime.

## INFORMATION SECURITY

We implement physical, technical and organisational security measures designed to safeguard the personal data we process. These measures are aimed at providing ongoing integrity and confidentiality for your personal data. We evaluate and update the measures on a regular basis.

## DATA RETENTION

We retain your personal data for as long as we have a relationship with you and such relationship includes any request to receive marketing information. When deciding how long to keep your personal data after our relationship has ended, we take into account our legal obligations, including requirements of regulators and government that have authority over us. We may also retain records to investigate or defend against potential legal claims.

Where we have a legitimate interest to retain data beyond our relationship for other reasons, we will only retain information relevant to that interest.

We will delete your personal data when it is no longer required for these purposes.

## MANAGING YOUR PRIVACY SETTINGS

All electronic communications you receive from us will include specific instructions on how to unsubscribe and you may also unsubscribe at any time taking the one of the following steps:

1. Email us: [nikki\\_quantus@tiscali.co.uk](mailto:nikki_quantus@tiscali.co.uk)

2. Send mail to the following address:

Quantus Print & Display  
London Head Office  
31 Forest Ridge  
Keston Park  
Keston  
Kent BR2 6EG

Please allow up to 2 weeks to be unsubscribed from all communications.

## YOUR RIGHTS

As a data subject you have certain rights regarding your personal data, subject to local data protection laws. These include the following rights:

- To be informed about our collection and use of personal data
- Access your personal data
- Rectify the data we hold about you
- Erase your personal data
- Right to restrict our use of your personal data
- Receive your data in a usable electronic format and transmit it to a third party (right to portability)
- Lodge a complaint with us or your local data protection authority

If you would like to discuss or exercise these rights, please contact us at the details above. We encourage you to contact us to update or correct your data if it changes or if the personal data we hold about you is inaccurate. To avoid disclosure or changes being made to your data fraudulently we would require proof of identification prior to executing any changes. Any data subject access requests will be responded to within 30 days.

## CHILDREN

We do not intentionally collect personal data from children under the age of 16.

## HOW TO CONTACT US

If you have any questions, comments, or concerns about how we handle your personal data, then you may contact us using the details located in the Manage Your Privacy Settings section.

## PRIVACY POLICY UPDATES

We may update this privacy policy from time to time without prior notice. You can determine when this privacy policy was last revised by checking the effective date and version number. We encourage you to periodically review this privacy policy to ensure you understand our privacy practices.

If we make any revisions that materially change the ways in which we process your personal data, we will notify you of these changes before applying them to that personal data.

If you would like to request a printed copy of this privacy policy, please contact us using the details above.

Approved, Quantus Print and Display  
20<sup>th</sup> May 2018