



Product Technology Partners Ltd

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GDPR Policy

May 2018

10 The company acknowledges there are eight rights for all individuals (employees, customers, suppliers etc.) as part of the new regulations for general data protection (GDPR) which comes into force in May 2018. These are identified below:

1. The right to be informed

15 This right is concerned with informing a party how and the company are using their personal data.

Should the company wish to use the data for a purpose other than for what it was supplied for (other than limited sales and marketing activities) PTP will info the party of its intention

2. The right of access

20 This is concerned with providing parties with access to their data to confirm it's being processed, making them aware of what information is being used, and allowing them to verify that the processing is lawful.

PTP acknowledges the right of the party to request information regarding what data is held and how it used. Typically, this will be done:

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- Free of charge
- Within month of request
- The information will be provided electronically

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3. The right to rectification

Sometimes referred to as the right to have information corrected, this is concerned with a party being entitled to having their data rectified – if it's inaccurate, out of date or incomplete.

35 Should any party identify that the data PTP holds is incorrect the company will look to rectify this:

- Free of charge
- Within month of request
- 40 • The information will be provided electronically

4. The right to erasure

Also known as the right to be forgotten, this is concerned with a party's right to request to have their data removed when there's no reason to continue processing it.

45 Should any party identify that the data PTP holds needs erasing the company will look to do this:

- Free of charge
- Within month of request
- 50 • The information will be provided electronically

5. The right to restrict processing

This means the party has the right to block or suppress the processing of their data.

PTP will restrict data processing for different reasons, including:

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- When an individual contest the accuracy of their data. PTP will restrict processing until the accuracy is verified
- When a party has objected to the processing

6. The right to data portability

This is concerned with allowing an individual to obtain and safely reuse their data across different services for their own purposes.

As PTP doesn't normally share data this right has little impact on the company or concerned parties.

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7. The right to object

This means a party has the right to object to their data being processed. This is concerned with processing being based on three areas:

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- Legitimate interest, or performing a task in the public interest or an exercise of official authority, including profiling
 - Direct marketing
 - For purposes of scientific/historical research and statistics

Should any party object to data processing the company will look to do this:

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- Free of charge
 - Within month of request

8. Rights in relation to automated decision making and profiling

80 This means a party has the right not to be subject to a business's automatic decision making in certain circumstances. It's concerned with a business providing safeguards for a party against the risk that it might make a potentially damaging decision, without human intervention.

85 As PTP doesn't make use of automatic decision making this right has little impact on the company or concerned parties.

Additional and important notes:

1. PTP do not normally share any data supplied with external companies
- 90 2. PTP will look to audit the data they hold on a regular basis
3. PTP will look to review this policy on a regular basis
4. Our data is
 - a. Collected fairly and lawfully
 - b. Processed by the company within its legal and moral boundaries
 - 95 c. Protected from unauthorised and illegal access by internal and external parties.
5. Our data will not be:
 - a. Communicated informally
 - 100 b. Transferred to organisations that do not have adequate data protection policies.