



PAPER SHREDDING SERVICES (PSS) GDPR PRIVACY POLICY

- All PSS staff handling customers' data are fully aware of the GDPR requirements through in-house training.
- PSS only use data provided by their customers, suppliers, or PSS staff.
- Any such data will only be handled by PSS staff who are fully vetted to BS7858:2012 standards.
- Any such data held will never be disclosed to other parties without the customer's, supplier's, or staff member's prior consent.
- PSS staff only request data that is relevant to the work to be carried out in relation to the business.
- Where practical any such data held will be kept as up to date as possible by PSS staff.
- PSS will only retain any such data for as long as it deems necessary.
- Upon request by any customer, supplier or staff member, PSS will delete all such data from its systems immediately and confirm the deletions.
- Customers, suppliers, and PSS staff will be allowed access to any data held on them by PSS at any time.
- Any data breach reportable under GDPR guidelines would be notified to the ICO and/or the individual or controller immediately.

What information do PSS collect?

PSS collect names, addresses, telephone numbers etc. and any additional information required to carry out their business. This information will be gathered on agreements, verbally or by email.

What do we use your information for?

This collected information is only ever used for the purposes of completing the work requested either at the time of initial request or in the future.

Where is information stored and how secure is it?

All the information PSS hold is stored in Microsoft's Office 365 platform. This information is stored in three UK datacentres in London, Cardiff and Durham. Their data security far exceeds the requirements of GDPR in storage and in transit. More information on this is available upon request to mail@weshredpaper.co.uk

All PSS computers are protected by Microsoft Security Essentials Enterprise with Advanced Threat Analytics. All email and data is backed up in Office 365 with 90 days retention and individual files or entire directories can be recovered should the need arise. All computers are password protected with password resets every 60 days.

Note: All shredding services delivered by PSS comply with BSEN15713:2009 standards.