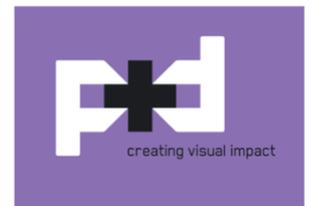


# PRIVACY POLICY



## P+D PRIVACY POLICY

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P+D respect your right to privacy, and we fully comply with the General Data Protection Regulation dated May 2018. Our Privacy Policy outlines how we deal with your data from visiting P+D's website, submitting an online enquiry and by contacting P+D.

### WHO ARE WE?

Founded in 1970 initially as an outdoor poster printing company. P+D has developed as a leading partner for brands and marketing professionals in Large Format Printing, Digital Printing, Outdoor Advertising, Point of Sale, Signage, Structural Design, Graphic Design and Exhibition Material. As a multi-award winning company, P+D is the expert partner in printed communications because of our depth of experience and relentless obsession with service and innovation.

### PERSONAL DATA COLLECTION AND MANAGEMENT

If you make contact with P+D, we keep a record of that information, such as your quote enquiry with your contact and company details. This is for internal use only. We do not share your information or our database with any third party or agency nor do we transfer or store your information outside of the European Economic Area.

#### 1. TYPES OF INFORMATION COLLECTED BY P+D

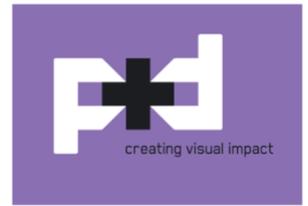
We collect and further process two types of information:

##### "Personal Data"

This is information that can identify you which may include your name, address, email address, IP address and telephone number. This data is only collected from you if you voluntarily submit it to P+D. If P+D source data from a third party provider that data has been permission sourced by the third party provider.

##### "Non-Personal Data"

We gather analytical and statistical information of all visitors on our website. The information collected is Non-Personal Data which comprises of information that cannot be used to identify you personally or contact you such as your user IP addresses, browser types, referral source, page views, length of visit and other anonymous statistical data involving the use of our website.



## 2. PURPOSES FOR WHICH WE HOLD YOUR INFORMATION

### Non-Personal Data:

P+D use the Non-Personal Data collected from visitors to our website in a combined form to get a better understanding of where our visitors come from and to help us better design and organise our website and tailor it to adapt to the analytical information we gather.

### Personal Data:

P+D will manage any Personal Data you provide to us for the following purposes:

- To confirm your identity.
- To process any enquiries/orders from you.
- To make contact with you if we are to respond to any communications from you.
- To provide you with email communication that you have subscribed to.
- To update you regarding our product and service offerings.
- To notify you of any customer competitions or promotions.

## 3. JOB CANDIDATES

If you make an application to work with P+D, we will retain the personal data you give us during the recruitment process for a maximum period of 1 year. This information will only be shared with the recruitment agency used if used for the process and P+D management. We will also use it to cross-check references with third parties nominated by you.

P+D do not share non-personal nor personal data with any third party agency

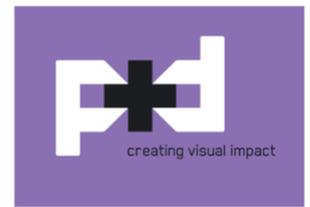
## 4. EVENTS

On occasion, P+D staff will attend events, trade shows and seminars. If you voluntarily submit your contact information to P+D, we will use that data to follow up with your enquiry. If you are presenting at an event P+D will publicly promote your participation via social media platforms, such as, but not exclusively Twitter, LinkedIn, Facebook and Instagram.

## 5. SECURITY

Your Data is held on P+D secure servers which are housed by P+D. We cannot guarantee the safety of any information you transmit to us via the internet. P+D use the appropriate technical and physical security measures, including firewalls and anti-virus protection to protect your personal data from accidental or unlawful destruction, loss of unauthorised disclosure or access. Our partnered suppliers are also required to use appropriate data protection compliance measures. The transmission of data is at your own risk as no data communication over the internet can be 100% guaranteed to be secure.

Credit card details processed online are via Pay Pal P+D does not have access to this information. However, credit card payments made by telephone/email will only be held until payment for the order has been completed.



## 6. DATA BREACH

If a personal data breach has occurred either accidental or deliberate resulting in a loss, alteration unauthorised disclosure of or access to personal data. P+D will report this breach to the Data Protection Commission (DPC) within a 72 hours period to [breaches@dataprotection.ie](mailto:breaches@dataprotection.ie)

## 6. RETENTION

- We hold live customer data and files for a min period of 5 years. Data refers to customers artwork files, keylines and specific order details. Not all information is held as some data has been supplied by our customer via a third party.
- Dormant customer accounts we hold data for the period of 7 years upon file closure which is the information is archived on our secure servers.
- Prospect customer data is held for an indefinite period until either the account becomes a live customer or it is made dormant.
- We keep finance information for invoicing purposes for seven years as required by revenue.

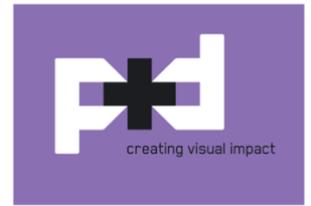
## 6. COOKIES

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also helps us to improve our site. For more information on cookies, please visit <http://www.allaboutcookies.org/cookies/>

## 7. CHANGES TO THE PRIVACY STATEMENT

If P+D make any changes to our Privacy Statement, it will be posted on our website, so you are continually made aware of the data we collect.

Any changes to this Privacy Statement will be posted on this website, so you are always aware of what information we collect, how we use it, and under what circumstances if any, we disclose it. If at any time we decide to use Personal Data in a manner significantly different from that stated in this Website Privacy Statement or otherwise communicated to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.



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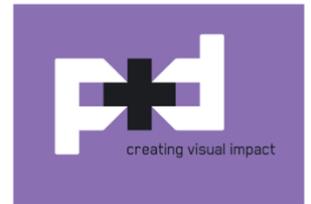
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creating visual impact

PRIVACY POLICY MAY 2018