

DATA PROTECTION & PRIVACY POLICY

Document Ref: TPC-QMS-POL-004	Version: 1.0
Review Period: JAN 2025 - 2026	Approved By: Director



THE PRINTWEAR COMPANY LTD
16 David Hobbs Rise
Market Harborough
Leicestershire
LE16 7YE
0800 464 7144
studio@printwearco.com
printwearco.com

The Printwear Company Ltd recognises its responsibilities under the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 to safeguard all personal data held or processed in the course of our operations. We are committed to handling personal information lawfully, fairly, and transparently, ensuring the highest standards of confidentiality, integrity, and accountability.

Our data protection framework ensures that all information relating to employees, clients, suppliers, and third parties is collected, stored, and managed securely, and used only for legitimate business purposes.

Scope

This policy applies to all personal data processed by The Printwear Company Ltd, whether electronic, paper-based, or otherwise. It covers all employees, contractors, partners, and third parties who have access to personal data in connection with their work for the company.

Commitments

- The Printwear Company Ltd will:
- Process personal data in accordance with the six key principles of the UK GDPR, ensuring that it is:
- Processed lawfully, fairly, and transparently.
- Collected for specified, explicit, and legitimate purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Secured against unauthorised or unlawful processing, loss, or damage.
- Maintain a lawful basis for all data processing activities and ensure appropriate consent where required.
- Implement suitable physical, technical, and organisational measures to protect personal data.
- Ensure that any third-party processors or service providers meet equivalent data protection standards.
- Provide employees with training and guidance on GDPR compliance, privacy awareness, and secure data handling.
- Respond promptly to any data subject access requests (DSARs) or requests for rectification, erasure, or restriction of processing.
- Report any data breaches to the Information Commissioner's Office (ICO) within the statutory timeframe and maintain a record of incidents.



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Data Security

We apply a layered security approach to protect personal data, including:

- Secure servers, encrypted communication channels, and controlled access to digital systems.
- Strong password policies and two-factor authentication where appropriate.
- Secure disposal of confidential information and storage devices.
- Ongoing system monitoring and data backup procedures to prevent loss or corruption.

Retention and Disposal

Personal data will be retained only for the period required to fulfil contractual, legal, or regulatory obligations. Once no longer required, data will be securely deleted or destroyed in accordance with our retention schedule and disposal procedures.

Rights of Individuals

We fully uphold the rights of individuals under data protection law, including:

- The right to access their personal data.
- The right to rectification or erasure of inaccurate or outdated information.
- The right to restrict or object to processing.
- The right to data portability.
- The right to withdraw consent (where applicable).

All such requests will be handled promptly and transparently in line with GDPR guidelines.

Monitoring and Review

This policy and all related data protection procedures will be reviewed annually or upon changes to relevant legislation, to ensure ongoing compliance and effectiveness.

Approved by:

A handwritten signature in black ink that reads "Robert Pharréll".

Robert Pharréll | Director

Date: 10/01/2025

