



## Privacy Policy

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## General

The General Data Protection Regulation (GDPR) will be effective from May 25th, 2018. This has implications for the manner in which Printforce collects and/or processes personal information about/regarding its personnel, customers/end users and suppliers.

This document explains the procedures that are in effect at Printforce to ensure compliance with GDPR.

## Personal Information of our Personnel

- The personal data (hereafter referred to as “Data”) of our employees (both inactive or in active service), as well as our flexible workforce, contractors, all other third parties, customers and suppliers, are considered privacy sensitive and will be dealt with the utmost discretion. This also applies to resumes of persons that aspire to have a career with Printforce.
- Access to such data is highly restricted and managed.
- The Data is archived either;
  - Digitally at Printforce or at our subcontractors who process this data for the purpose of salary administration, retirement and taxes (protected by digital access control using login user name and passwords); and
  - Paper files in locked file cabinets and rooms.
- Printforce keeps an up to date Register of Data Processing Activities file on record as required by GDPR.

If we hold your personal information, the length of time we retain it is determined by a number of factors, including the purpose for which we use that information and our obligation under other relevant laws. All Data that is beyond its retention period will be deleted/destroyed (digitally and physically).

## Subject Access Request

You have the right to request a copy of the information that we hold about you. You can obtain this by writing or emailing us using the addresses at the end of this policy. We will respond to you within the expected time scales. [Download Subject Access Request Form here.](#)

## Review Data and request changes to be made when necessary;

The accuracy of your information to us, is important. If you change any of your contact information, or you discover that any of the information we hold is inaccurate or out of date, please let us know by contacting us in any of the forms described at the end of this policy.

- Request a copy of their Data (to transfer this to another organisation);

You may ask us to provide you with a copy of all the information via USB device, email or post, subject to your request. We may not provide you with a copy of your personal information if this concerns other individuals, or we have another lawful reason to withhold that information.

- Submit a request to be forgotten (deleted from record).

As long as this request is not in violation of any applicable law/regulation or may cause breach of contract in performing Printforce's obligations that follow from its contract with the individual person involved.

## Data Retention Schedule

- Fiscal obligation: The National Revenue Services require the Data to be kept on file for 5 years after the termination of the employment at Printforce (e.g. income tax declaration and a copy of the employee's identification document).
- 2 years after the termination of the employment at Printforce: unless required as per above.
- Job applications: 4 weeks after the termination of the job application procedure unless the person who has applied for a job opportunity at Printforce consents to his/her Data being kept for a longer period, but in no case longer than 1 year after the termination of the job application procedure. If Printforce keep your data past the application procedure, we will email you asking for your consent.

## Personal Information of Our Customers and suppliers

When you deal with Printforce, you give us information about yourself and the project when making an enquiry or engage with us to provide a printing project.

We collect and process personal information of/from our suppliers. This information is your contact details, for example: name, address, email details.

## Personal Information of additional third parties

- Printforce collects or processes personal information (The Data) of/from its end users only through its Customers and for the sole purpose of performing its contractual obligation (e.g. name and address to whom/where the goods are to be shipped, plus invoicing details).
- This Data is automatically deleted after 5 calendar days.
- The Data that may be contained in our Products (e.g. a photo album) is retained digitally by Printforce. The retention period of the product is negotiated as part of the contractual terms with this client. This is to allow Printforce the ability to reprint the product upon request.
- Printforce collects and processes, personal information of/from its suppliers. The collected data, is data required to perform its contractual obligations. This is information that you have supplied to us. This information is your contact details.

Printforce has signed '[Data Processing Agreement](#)' with all of its suppliers to ensure that they all comply with GDPR.

## Data Breaches

Printforce keeps a record of all incidents of Data breaches on file. If an incident is to be reported to the [Authorities](#) (0900-3282535) Printforce will do so within the timescales. If a breach is discovered this can be reported to [pedro.tabrizi@printforce.nl](mailto:pedro.tabrizi@printforce.nl)

Our data protection lead is Rombout Eikelenboom. He acts as head of Privacy and data protection queries. Please direct any queries you may have about our privacy policy or the way we process your personal information to our data protection lead using the contact details below:

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