

Title: Easi-p.c. Limited Privacy Statement  
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### **Easi-p.c. Limited 'Data Controller' GDPR Privacy Statement:**

On 25th May 2018, the EU General Data Protection Regulation (GDPR) replaces the existing 1995 EU Data Protection Directive (European Directive 95/46/EC).

Whilst Easi-p.c. Limited already complies with applicable Data Protection regulations, the EU's General Data Protection Regulation [GDPR] requires a review of our security practices to ensure that we fully comply with the new legislation prior to the enforcement date of 25<sup>th</sup> May 2018.

As a best practices exercise, we have undertaken to engage accredited consultants to ensure our full and thorough compliance. We have documented and delivered the necessary processes required by the changes detailed within the legislation.

In the meantime, Easi-p.c. Limited encourages customers to independently familiarize themselves with the GDPR regulations.

#### **Description of processing**

The following is a broad description of the way Easi-p.c. Limited processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

#### **Reasons/purposes for processing information**

We process personal information to enable us to provide IT support and advice service, managing our own staff, maintaining our accounts and records and promoting our services.

#### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- goods and services provided

### **Who the information is processed about**

We process personal information about:

- our employees
- customers and clients
- complainants, enquirers
- suppliers
- professional advisers and consultants

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary we are required to comply with all aspects of the General Data Protection Regulation. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- current past and prospective employers
- other companies in the same group
- suppliers
- service providers
- financial organisations
- employment and recruitment agencies
- professional advisers and consultants
- business associates
- educators and examining bodies