



SHALAM PACKAGING LIMITED

Pipps Hill Industrial Estate
Bentalls,
Basildon, Essex
SS14 3BX
Telephone: 08445 611566
Fax Number: 08445 611533
www.shalampackaging.com

SHALAM PACKAGING LTD – PRIVACY POLICY

Effective as of April 2018. This Privacy Policy was updated on 30th April 2018.

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INTRODUCTION

Shalam Packaging Ltd (the “data controller”) takes the privacy of your personal information very seriously and is committed to safeguarding your privacy and your personal information, complying with the General Data Protection Regulation 2018 and the Privacy and Electronic Communications Regulations 2003. This Privacy Policy relates to our use, of any personal information we collect from you directly, or indirectly via 3rd party data providers, covering individuals who:

- . visit our website www.shalampackaging.com
- . use our product and services
- . contact us concerning our products and services
- . attend events (including online events) in which Shalam Packaging Ltd participates



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- . complete surveys Shalam Packaging Ltd has issued or commissioned
- . through telephone research of your organisation and your role in the organisation
- . are provided to us as 3rd party data for inclusion in any future marketing campaigns and where consent has been provided for 3rd party marketing campaigns
- . supply products or services to Shalam Packaging Ltd
- . have applied to work for Shalam Packaging Ltd, or are current or former employees of Shalam Packaging Ltd

This Privacy Policy will explain the following:

- . what personal information may be collected about you
- . how Shalam Packaging Ltd will use this personal information
- . how long will Shalam Packaging Ltd retain your personal information
- . how this personal information may be shared with other parties
- . how your personal information will be kept secure
- . your rights regarding the personal information you provide to us
- . how to contact us

In this policy, personal information means information relating to an identified or identifiable natural person. An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, and online identifier or to one or more factors specific to his/her physical, physiological, genetic, mental, economic, cultural or social identity.

Shalam Packaging Ltd encourages you to review the privacy statement of the website www.shalampackaging.com so that you can understand how we collect, use and share your information. Shalam Packaging Ltd is not responsible for the privacy statements or other content on websites outside of Shalam Packaging Ltd.

Users of our products and services

Shalam Packaging Ltd collects personal information from you when you use our products and services, including name, email address, postal address, telephone number and job title.

We will use this personal information:



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. To carry out obligations arising from being a registered user of our products and services. The lawful basis for processing your personal information for this purpose will be “Contractual Need”

. To send you personalised communications which you have requested or may be of interest to you. These may include information about events, surveys, product and service developments, promotions of products and services. The lawful basis for processing your personal information for this purpose will be “Legitimate Interest”.

. Shalam Packaging Ltd uses automated decision making and profiling to personalise and ensure the communications are relevant to you, with no significant effect on you or your rights. The lawful basis for processing your personal information for this purpose will be “ Legitimate Interest”

. This personal information may be made available to 3rd party recipients. To provide this information to others for direct marketing of their product or services. The lawful basis for processing your personal information for this purpose will be “Legitimate Interest”

How will my personal information be shared?

We share information, including personal information, with trusted third party service providers, that we use to provide hosting for and maintenance of our website, customer relation management, payment processing, support, accounts, analytics and other services for us. We do not permit our third party service providers to use the personal information that we share with them for their marketing purposes or for any other purpose than in connection with the services they provide to us.

To facilitate these services the personal information we collect from you may be transferred to, and stored at, a destination outside the Economic European Area (“EEA”), in order to conduct our business operations. In such cases a data processing agreement will be in place with the data processors and 3rd parties to ensure your personal information is processed in accordance with the Data Protection Regulation.

Shalam Packaging Ltd will in certain circumstance disclose your personal information if required to do so by law or in the good faith belief that such action is necessary to:

1. Conform to the edicts of the law or comply with legal process served on Shalam Packaging Ltd
2. Protect and defend the rights or property of Shalam Packaging Ltd and
3. Act under exigent circumstances to protect the personal safety of users of shalam Packaging Ltd, or the public.



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Individuals contacting us concerning our products and services

Shalam Packaging Ltd collects personal information from you when you contact us about our products or services, including name, email address, postal address, telephone number and job title.

We will use this personal information:

. to send you personalised communications which you have requested or may be of interest to you. These may include information about publications, events, surveys, product and service developments, promotions of products and services. The lawful basis for processing your personal information for this purpose will be "Legitimate Interest".

. Shalam Packaging Ltd uses automated decision making and profiling to personalise and ensure the communications are relevant to you, with no significant effect on you or your rights. The lawful basis for processing your personal information for this purpose will be "Legitimate Interest".

. This personal information may be made available to 3rd party recipients. To provide this information to others for direct marketing of their products and services. The lawful basis for processing your personal information for this purpose will be "Legitimate Interest".

Attendees or registrants to events (including online events) which Shalam Packaging Ltd participates

Shalam Packaging Ltd collects personal information when you attend an event hosted or participated at by Shalam Packaging Ltd. The personal information will include your name, email address, postal address, telephone number and job title.

We will use this personal information:

. To carry out obligations arising from being an attendee of any events hosted or participated at by Shalam Packaging Ltd. The lawful basis for processing your personal information for this purpose will be "Legitimate Interest".

. To send communication which you have requested or may be of interest to you. The lawful basis for processing your personal information for this purpose will be "Legitimate Interest".

. Shalam Packaging Ltd uses automated decision making and profiling to personalise and ensure the communications are relevant to you, with no significant effect on you or your rights. The lawful basis for processing your personal information for this purpose will be "Legitimate Interest".

Companies who supply products or services to Shalam Packaging Ltd

Shalam Packaging Ltd collects personal information from you when you supply products or services to us, including name, email address, postal address, telephone number and job title.



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We will use this personal information:

To carry out obligations arising from you providing us products or services. The lawful basis for processing your personal information for this purpose will be "Contractual Need".

Individuals who have applied to work for Shalam Packaging Ltd

Shalam Packaging Ltd collects personal information from you when you apply to work for us, including name, email address, postal address, telephone number, employment history, education history and details of referees.

We will use this personal information:

To complete the interview process, we will use your personal information to communicate with you, complete background checks where permitted by law and manage your application through the interview selection process. The lawful basis for processing your personal information for this purpose will be "Contractual Need".

Individuals who are current or former employees of Shalam Packaging Ltd

Shalam Packaging Ltd collects personal information from you when you work for us, including name, email address, postal address, telephone number, date of birth, employee identification number, bank details, national insurance number and emergency contact details.

We will use this personal information:

. To enable us to employ, pay and manage your work. The lawful basis for processing your personal information for this purpose will be "Contractual Need"

. In case of emergencies when will utilise your emergency contact details. The lawful basis for processing your personal information for this purpose will be in the employees "Vital Interests"

. To comply with applicable tax, employment and health & safety laws. The lawful basis for processing your personal information for this purpose will be "Compliance with Legal Obligations".

Information provided to us by 3rd parties

Shalam Packaging Ltd obtains personal data from 3rd party sources. These sources are listed below, together with an explanation of the data collected and the lawful basis for processing.

Visitors to our website

When someone visits our website www.shalampackaging.com we use a 3rd party service to collect details of website traffic and visitor information, including browser type, internet service provider, URLs of referring/exit pages, operating system, date/time stamp, information you search for, local and language preferences, identification numbers associated with your devices, your mobile carrier, and system configuration information.



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We use the website traffic and visitor information to improve our understanding of the use of the Shalam Packaging Ltd website and in order to determine what Shalam Packaging Ltd services are the most popular. The lawful basis for processing your personal information for this purpose will be “Legitimate Interest”.

How long will you retain my personal information?

We will retain and process your personal information as long as is needed to provide the products or service that you’ve elected to receive from us. We will retain the data whilst accurate or responsive and if not, no longer actively use after 6 years.

How will my personal data be shared?

We share information, including personal information, with trusted 3rd party service providers, that we use for hosting for and maintenance of our website, payment processing, support, accounts and other services for us. We do not permit our 3rd party service providers to use the personal information that we share with them for any other purpose than in connection with the services they provide to us.

To facilitate these services the personal information we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”), in order to conduct our business operations. In such cases an agreement will be in place with the processors and 3rd parties to ensure your personal information is processed in accordance with the General Data Protection Regulation.

Shalam Packaging Ltd will in certain circumstances disclose your personal information if required to do so by law or in good faith belief that such action is necessary to:

1. Conform with the law or comply with legal process served on Shalam Packaging Ltd
2. Protect and defend the rights or property of Shalam Packaging Ltd
3. Act under exigent circumstance to protect the personal safety of www.shalampackaging.com, or the public

How is my personal information kept secure?

Shalam Packaging Ltd is committed to protecting the security of your personal information. We will use a variety of security technologies and procedures to protect your personal information from unauthorised access, use or disclosure. Although we will do our best to protect your personal information, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.



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Shalam Packaging Ltd secures the personal information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use or disclosure. Shalam Packaging Ltd ensures personal information is protected through the use of encryption, when transmitted to other websites.

What are my choices with my personal information?

Shalam Packaging Ltd is committed to providing you with control on how your data is used and processed. You can review, edit or delete your personal information by contacting us directly at hr@shalampackaging.com by email communication or by postal communication to the contact details provided in the section "Contact Us".

Your rights concerning your personal information are:

- . you can ask about the personal information we hold about you
- . you can request your personal information is corrected and we will update the details and inform you when completed
- . you can object to your data being processed and we will stop processing your data once no longer required
- . you can ask for your personal information to be erased, once no longer required, which we will complete bar keeping minimal personal details to ensure we do not contact you again
- . any request by you to no longer use your personal information by 3rd parties for commercial data information will be completed

How we use cookies on the Shalam Packaging Ltd website

Shalam Packaging Ltd use "cookies" to help personalise and enhance your online experience when visiting our website.

A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

You can control the use of cookies at the individual browser level. If you elect not to activate the cookie or to later disable cookies, you may still visit our website, but your ability to use some features or areas of the website may be limited. For instructions on how to control, disable or delete cookies for your browser, please visit www.aboutcookies.org

Changes to this Policy

Shalam Packaging Ltd will occasionally update this privacy Policy to reflect company and customer feedback. Shalam Packaging Ltd encourages you to periodically review this policy to be informed of how Shalam Packaging Ltd is protecting your information.



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Contact Us

Shalam Packaging Ltd welcomes your comments regarding this Privacy Policy or about Shalam Packaging Ltd's privacy practices. Please contact us by email at hr@shalampackaging.com or telephone at:

08445611566

FAO: Data Protection Officer

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If you wish to change how we process your data then please contact us at the above.