

# PRIVACY STATEMENT FOR VERSATILE PACKAGING

## Introduction

Versatile Packaging (“we”, “us”, “our”) respects your right to privacy and is committed to protecting and respecting your privacy. This Privacy Statement (together with our Website T & Cs and Cookies Policy) set out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. We are company number 288757 registered in Ireland. Our registered office is at Silverstream Business Park, Silverstream, Co. Monaghan.

Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

This is a notice to inform you of our policy about all information that we record about you. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you (“personal information”) and information that could not. In the context of the law and this notice, “process” means collect, store, transfer, use or otherwise act on information.

We regret that if there are one or more points below with which you are not happy, your only recourse is to leave our website immediately.

We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our website are entitled to know that their personal data will not be used for any purpose unintended by them and will not accidentally fall into the hands of a third party.

We undertake to preserve the confidentiality of all information you provide to us, and hope that you reciprocate.

Our policy complies with Irish & UK law accordingly implemented, including that required by the EU General Data Protection Regulation (GDPR).

The law requires us to tell you about your rights and our obligations to you in regard to the processing and control of your personal data. We do this now, by requesting that you read the information provided at [www.knowyourprivacyrights.org](http://www.knowyourprivacyrights.org) or [www.dataprotection.ie](http://www.dataprotection.ie)

Except as set out below, we do not share, sell, or disclose to a third party, any information collected through our website.

By using this website, you signify acceptance of this Privacy Statement. If you do not agree with or you are not comfortable with any aspect of the Privacy Statement, your only remedy is to discontinue use of the website. We reserve the right to modify this Privacy Statement at any time. Your continued use of any portion of the website following notification or posting of such changes will constitute your acceptance of those changes. The following discloses our information gathering and dissemination practices relating to this website. In order to fully understand your rights, we encourage you to read this Privacy Statement and to consult our T & Cs. Each time you use this website you will be bound by the then current Privacy

Statement and you should review this each time you use the website to satisfy yourself that you are happy with it.

We are a data controller for the purpose of the Irish Data Protection Acts 1988 and 2003 and compliant with Statutory Instrument Number 336 of 2011 European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011 ("SI 336/2011") legislation.

### **Information we may collect about you**

We may collect and process the following information about you:

Information provided at the time of registering to use our e-commerce services. Information that you or others provide by filling in forms on our website or which you or they otherwise provide to us. Any instructions we accept from you or transactions we undertake to which you are a party, whether through our website or otherwise. If you contact us, we may keep a record of that correspondence. Information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns and does not identify any individual.

### **Information provided on the understanding that it will be shared with a third party**

Our website and social media allows you to post information with a view to that information being read, copied, downloaded, or used by other people.

Examples include:

- posting a message our forum
- tagging an image
- clicking on an icon next to another visitor's message to convey your agreement, disagreement or thanks
- Posting a testimonial / review

In posting personal information, it is up to you to satisfy yourself about the privacy level of every person who might use it.

We do not specifically use this information except to allow it to be displayed or shared.

We do store it, and we reserve a right to use it in the future in any way we decide.

Once your information enters the public domain, we have no control over what any individual third party may do with it. We accept no responsibility for their actions at any time.

Provided your request is reasonable and there is no legal basis for us to retain it, then at our discretion we may agree to your request to delete personal information that you have posted.

You can make a request by contacting us at [kathryn@versatilepackaging.ie](mailto:kathryn@versatilepackaging.ie).

## What We Do with Your Information

We use information held about you in the following ways:

- to provide services, products and facilities to you;
- to assess eligibility and credibility for the services, products and facilities we offer;
- to implement any contracts we have entered into with you; and
- We may also use information about you to notify you about changes to our services to which you have subscribed or to provide you with information about products or services that you request from us or, where you have agreed to us doing so, which we feel may interest you.
- We may use anonymised or statistical information to analyse our website and services and to make improvements or other adjustments to them.
- We do not, without your consent, disclose information about identifiable individuals to third parties, but we may provide anonymised statistical data to them for research and survey purposes.

## Disclosure of Your Information

We may disclose your personal information to third parties: if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms and other agreements; or to protect our rights, property, or safety and that of our users, or others; or as part of a due diligence exercise or sales process or other corporate transaction connected with us.

## Security for Online Sales

We use Secure Sockets Layer (SSL) certificates to verify our identity to your browser and to encrypt any data you give us.

Whenever information is transferred between us, you can check that it is done so using SSL by looking for a closed padlock symbol or other trust mark in your browser's URL bar or toolbar.

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Statement.

All information you provide to us through Online Sales is stored on secure servers. Any payment transactions undertaken through the Online Sales platform is encrypted using SSL technology.

You must keep your Log In details, and any other security device we give you, safe and secure. You should log off your Online Account when finished.

The use of the Internet, by its nature, is not always secure. As a result, while we have reasonable IT security measures in place, we cannot guarantee the security or privacy of communications made over the Internet including any related to your Online Account. For this reason, we cannot ensure or warrant the security of any information you transmit to us and you transfer the data at your own risk.

You are responsible for providing all you require to safely and properly access and use our Online Services including a computer, an Internet connection and security software

## **Use of Cookies**

We may obtain information about your general Internet usage by using a cookie file which is stored on your browser or the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our website and to deliver a better and more personalised service. Some of the cookies we use are essential for the website to operate.

For more information please see our Cookies Policy.

## **Your Rights**

You have rights under the Acts. You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes.

You can exercise your right to prevent such processing by checking certain boxes on forms we use to collect your data. You can also exercise the right at any time by contacting us at <mailto:kathryn@versatilepackaging.ie>.

You also have the right to access information held about you. Your right of access can be exercised in accordance with the Acts.

You also have the right to have changed any inaccuracies in the details we hold about you. In certain circumstances you also have the right to object to the use of your data and the right to block any specific uses of your data.

When we receive any request to access, edit or delete personal identifiable information we shall first take reasonable steps to verify your identity before granting you access or otherwise taking any action. This is important to safeguard your information.

In order to exercise any of your rights under the Acts, please send a request in writing to [info@versatilepackaging.ie](mailto:info@versatilepackaging.ie).

## **Retention period for personal data**

Except as otherwise mentioned in this privacy notice, we keep your personal information only for as long as required by us:

- to provide you with the services you have requested;
- to comply with other law, including for the period demanded by our tax authorities;
- to support a claim or defence in court.

## **Changes to our Privacy Statement**

We have the right at any time to make any changes to our Privacy Statement in the future. Should we make any changes to this policy these changes will be posted on this page.

## **External Sites**

This website may, from time to time, contain links to and from the websites of third parties. Any external links to other websites are clearly identifiable as such and we are not responsible for the content or the privacy statements of these other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## **Complaints regarding content on our website**

We attempt to moderate user generated content, but we are not always able to do so as soon as that content is published.

If you complain about any of the content on our website, we shall investigate your complaint. If we feel it is justified or if we believe the law requires us to do so, we shall remove the content while we investigate.

Free speech is a fundamental right, so we must make a judgment as to whose right will be obstructed: yours, or that of the person who posted the content that offends you.

If we think your complaint is vexatious or without any basis, we shall not correspond with you about it.

## **Contact us**

Should you have any queries regarding this Privacy Statement, you can contact us on [info@versatilepackaging.ie](mailto:info@versatilepackaging.ie) or you can call our office on 047-85177.