

Prestigious Textiles Ireland

Fair Processing Notice - External

When we process your personal data we are required to comply with the General Data Protection Regulation 2016 ("GDPR").

Your personal data includes all the information we hold that identifies you or is about you, including but not limited to your name, email address, postal address, phone number, date of birth, and in some cases opinions that we document about you.

Everything we do with your personal data counts as processing it, including collecting, storing, amending, transferring and deleting it. We are therefore required to comply with Data Protection Legislation to make sure that your information is properly protected and used appropriately.

This fair processing notice provides information about the personal data we process about you, why we process it and how we process it.

Our responsibilities

Prestigious Textiles Ireland ("PTI") is the data controller of the personal data you provide.

PTI strive to ensure full compliance of the Data Protection Legislation, and will deal with any requests that we receive from individuals exercising their rights under GDPR. Queries and Requests should be sent to dataprotection@prestigious.ie

Why do we process your personal data?

We process your personal data in order to fulfil the contract we have entered into with you, to receive services or goods from you, and/or to provide the goods or services you have requested from us. We may also process your personal data to respond to any queries or comments you submit to us, including via our website.

We may need personal data from you to be able to enter into a contract with you and provide you with all the information you need. If we do not receive that personal data from you, we may be unable to fulfil our obligations to you.

We process most of your information on the grounds of our legitimate interests (i.e. processing that is necessary to continue our relationship with you and to provide you with or receive from you (as applicable) services or products), fulfilment of our contract with you or to comply with a legal obligation.

If none of the grounds set out above applies, we will obtain separate consent from you to the processing of your personal data. You can withdraw your consent at any time. This won't affect the lawfulness of any processing we carried out prior to you withdrawing your consent.

Who will receive your personal data?

We only transfer your personal data to the extent we need to. Recipients of your personal data may include:

- Courier / Freight companies e.g Fastway, UPS, DHL, Redhead Freight and others as required
- Marketing communications partner currently Mailchimp,

Some of your details maybe stored digitally on our email distribution lists, which may be hosted outside of the EEA.

How long will we keep your personal data?

We will retain your personal data in relation to financial transactions for 7 years. We retain your information for this period because it is a legal requirement. Following the end of the 7 year period your files and personal data we hold about you will be permanently deleted or destroyed

We will retain all personal data provided to fulfil our contract with you, for 7 years after a trade account has been closed. We retain your information for this period in case any issues arise or in case you have any queries and in line with financial transaction data held. Following the end of the 7 year period, your files and personal data we hold about you will be permanently deleted or destroyed, unless we have a legitimate reason to retain the data.

If we are required to obtain your consent to send you marketing communications, any information we use for this purpose will be kept until you withdraw your consent, unless we have other legitimate reasons to retain the data.

Your information will be kept securely at all times.

What are your rights?

You benefit from a number of rights in respect of the personal data we hold about you. We have summarised your rights below, and more information is available from the Data Protection Commission website at <https://www.dataprotection.ie/> and <http://www.gdprandyou.ie/>

These rights apply for the period in which we process your data.

1. Access to your data

You have the right to ask us to confirm that we process your personal data, as well as access to / copies of your personal data. You can also ask us to provide a range of information, although most of that information corresponds to the information set out in this fair processing notice.

We will provide the information free of charge.

We will provide the information you request as soon as possible and in any event within 30 days of receiving your request. If we need more information to comply with your request, we'll let you know.

2. Rectification of your data

If you believe personal data we hold about you is inaccurate or incomplete, you can ask us to rectify that information. We will comply with your request within 30 days of receiving it, unless we don't feel it's appropriate in which case we'll let you know why. We'll also let you know if we need more time to comply with your request.

3. Right to be forgotten

In some circumstances, you have the right to ask us to delete personal data we hold about you. This right is available to you:

- where we no longer need your personal data for the purpose for which we collected it;
- where we have collected your personal data on the grounds of consent and you withdraw that consent;
- where you object to the processing and we don't have any overriding legitimate interests to continuing processing the data;
- where we have unlawfully processed your personal data (i.e. we have failed to comply with GDPR); and
- where the personal data has to be deleted to comply with a legal obligation.

There are certain scenarios in which we are entitled to refuse to comply with a request. If any of those apply, we'll let you know.

4. Right to restrict processing

In some circumstances you are entitled to ask us to suppress processing of your personal data. This means we will stop actively processing your personal data but we don't have to delete it. This right is available to you:

- if you believe the personal data we hold isn't accurate – we'll cease processing it until we can verify its accuracy;
- if you have objected to us processing the data – we'll cease processing it until we have determined whether our legitimate interests override your objection;
- if the processing is unlawful; or
- if we no longer need the data but you would like us to keep it because you need it to establish, exercise or defend a legal claim.

5. Data portability

You have the right to ask us to provide your personal data in a structured, commonly used and machine-readable format so that you are able to transmit the personal data to another data controller. This right only applies to personal data you provide to us:

- where processing is based on your consent or for performance of a contract (i.e. the right does not apply if we process your personal data on the grounds of legitimate interests); and
- where we carry out the processing by automated means.

We'll respond to your request as soon as possible and in any event within 30 days of the date we receive it. If we need more time, we'll let you know.

6. Right to object

You are entitled to object to us processing your personal data:

- if the processing is based on legitimate interests or performance of a task in the public interest or exercise of official authority;
- for direct marketing purposes (including profiling); and/or
- for the purposes of scientific or historical research and statistics.

In order to object, you must have grounds for doing so based on your particular situation. We will stop processing your data unless we can demonstrate that there are compelling legitimate grounds which override your interests, rights and freedoms or the processing is for the establishment, exercise or defence of legal claims.

Automated decision making

Automated decision making means making a decision solely by automated means without any human involvement. This would include, for example, an online credit reference check that makes a decision based on information you input without any human involvement. It would also include the use of an automated clocking-in system that automatically issues a warning if a person is late a certain number of times (without any input from HR, for example).

We don't carry out any automated decision making using your personal data.

Your right to complain about our processing

If you think we have processed your personal data unlawfully or that we have not complied with GDPR, you can report your concerns to the supervisory authority in your jurisdiction. The supervisory authority in Ireland is The supervisory authority in Ireland is the Data Protection Commission. You can contact the Data Protection Commission Office on Tel: 01 761104800 or Email: info@dataprotection.ie

Any questions?

If you have any questions or would like more information about the ways in which we process your data, please us at dataprotection@prestigious.ie