

1. Introduction

- Protecting the security and privacy of our clients, suppliers & staff is important to PR Production Services. We have a duty of care to conduct our business in compliance with the latest GDPR laws and the policy outlined below outlines what data we may collect and how that data is stored and used.
- To contact members of the PRPS team through the Website, via email or over the phone, users may be asked to provide personal information such as name, address, email, and contact number. This information is collected only to aid our team in fulfilling orders and answering enquiries. Your personal information is kept private and stored securely until a time when it is no longer required or has no use, as detailed in the Data Protection Act.
- Users may delete online accounts by contacting contact@pr-productionservices.co.uk

2. Purpose of Use

- PRPS Collects and uses some Personal Information about staff, clients and suppliers who work, have worked or who have expressed an interest in working for us. This data is processed to provide our services and other associated functions.
- When you provide us with personal data, we usually use it to respond to your enquiry or process an order or event and to prepare, negotiate and form a contract with you.
- We do not sell or otherwise market your personal data to any third parties.

3. Website & Social Media

- Third Party Cookies** are set by other companies' internet tools, such as Google Analytics, advertising, or social networking 'Like' buttons. The purposes of these include:
 - To enhance your experience on the site
 - To help monitor site usage & activity.
 - Third party cookies we may utilise;
- We use Google Analytics, a tool to help us monitor traffic to the site. The tool collects anonymous information such (e.g. internet browser and operating system used, domain name of the website which you came from, number of visits, average time spent on the site, pages viewed). We use this information, so we can see how the site is performing, and information about how you found the site so we can see where our visitors come from and which marketing tools are working for us.
- The Google Privacy policy on how they process data through Google Analytics can be found here; <https://policies.google.com/privacy?hl=en&gl=uk>
- We also use Google AdSense to provide adverts on and of our sites. They and their partners may use tracking cookies to specifically target advertising to you. More information can be found on the above Google Privacy Policy.

- Social Networking** We use Social Networking buttons on our sites, to help you link up and follow our projects on other platforms. In particular we make use of a Facebook Page through which we can access details or user likes and their activity on our page, we make use this information from time to time to post targeting advertising on our facebook page which may appear on your news feed. You can at any time unfollow our page or edit which posts you receive through Facebook settings. Facebook Privacy policy is available here; https://www.facebook.com/full_data_use_policy and provides further information on how they process and collect users data.
- Links to other websites**
- The PRPS website contains links to other websites. We are not responsible for the privacy practices or the content of other websites. When a link is created, the content of that link is checked. PRPS assures that on the time of creation there was no illegal content on the linked page. We have no influence over subsequent changes of linked pages or the content of continuative links on the other websites.

4. Sharing of Data

- We don't share personal information with third parties, Only anonymous data is transmitted in external services in order to help us monitor website traffic and provide a better user experience. Our website is hosted via Sitebuilder.com <https://www.sitebuilder.com/terms/privacy-policy>.
- We also use social buttons provided by services like Twitter, Google+, LinkedIn and Facebook. Your use of these third party services is entirely optional. We are not responsible for the privacy policies and/or practices of these third party services, and you are responsible for reading and understanding those third party services' privacy policies.

5. Changes to the Privacy Policy

- We may amend this Privacy Policy from time to time. Use of information we collect now is subject to the Privacy Policy in effect at the time such information is used. If we make changes in the way we collect or use information, we will notify you by posting an announcement on the Website or sending you an email. A user is bound by any changes to the Privacy Policy when he or she uses the Services after such changes have been first posted.

6. Compliance

- To ensure compliance with the above principles we will:
 - Inform individuals why the information is being collected at the point it is collected.
 - Inform individuals when their information is shared, and why and with whom it will be shared.
 - Check the quality and the accuracy of the information it holds.
 - Ensure that information is not retained for longer than is necessary.
 - Share information with others only when it is legally appropriate to do so, utilising Information Sharing Agreements in accordance with the ICO's Data Sharing Code of Practice, where necessary.
 - We will share personal data with the police or others for the purpose of crime preventions and detection, the apprehension or prosecution of offenders or for the purpose of legal proceedings, where properly requested, provided that the disclosure falls within an exemption to the non-disclosure provisions contained within the Data Protection Act.

Data Protection Checklist

Documentation of processing activities – requirements

- ☐ If we are a controller for the personal data we process, we document all the applicable information under Article 30(1) of the GDPR.
- ☐ If we are a processor for the personal data we process, we document all the applicable information under Article 30(2) of the GDPR.
- ☐ We conduct regular reviews of the personal data we process and update our documentation accordingly.

Documentation of processing activities – best practice

When preparing to document our processing activities we:

- ☐ do information audits to find out what personal data our organisation holds;
- ☐ review our policies, procedures, contracts and agreements to address areas such as retention, security and data sharing.

As part of our record of processing activities we document, or link to documentation, on:

- ☐ information required for privacy notices;
- ☐ records of consent;
- ☐ controller-processor contracts;
- ☐ the location of personal data;
- ☐ records of personal data breaches.
- ☐ We document our processing activities in electronic form so we can add, remove and amend information easily.

Asking for consent

- ☐ We have checked that consent is the most appropriate lawful basis for processing.
- ☐ We have made the request for consent prominent and separate from our terms and conditions.
- ☐ We ask people to positively opt in.
- ☐ We don't use pre-ticked boxes or any other type of default consent.
- ☐ We use clear, plain language that is easy to understand.
- ☐ We specify why we want the data and what we're going to do with it.
- ☐ We name our organisation and any third party controllers who will be relying on the consent.
- ☐ We tell individuals they can withdraw their consent.
- ☐ We ensure that individuals can refuse to consent without detriment.
- ☐ We avoid making consent a precondition of a service.

Recording consent

- ☐ We keep a record of when and how we got consent from the individual.
- ☐ We keep a record of exactly what they were told at the time.

Managing consent

- ☐ We regularly review consents to check that the relationship, the processing and the purposes have not changed.
- ☐ We have processes in place to refresh consent at appropriate intervals,
- ☐ We make it easy for individuals to withdraw their consent at any time, and publicise how to do so.
- ☐ We act on withdrawals of consent as soon as we can.
- ☐ We don't penalise individuals who wish to withdraw consent.