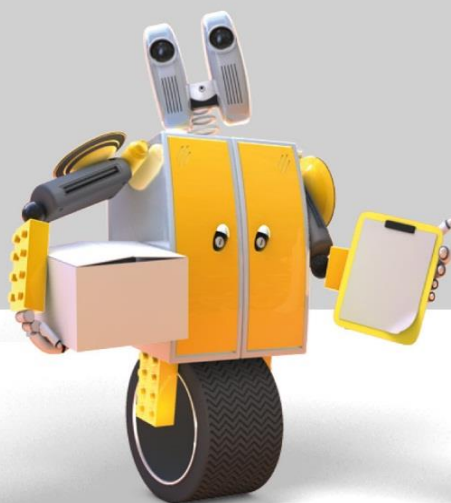




Privacy Policy and GDPR Compliance



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Introduction

This document serves as notification of HBS' commitment to the new General Data Protection Regulation as a supplier to your organisation, and is written in an easy to understand manner.

Where your organisational procedures require signing of a document to recognise a supplier's commitment, please do so at the end of this document and return a copy if required.

Security of Personal Information

Here at HBS, we will take every reasonable technical and procedural steps to prevent the loss, misuse or alterations of your personal information.

All information stored in an electronic form is done so within a two-layer password protected system, and where appropriate and possible, encrypted.

For the interest of fulfilling our supplier commitments to you; names and company addresses are printed onto delivery notes and remain with our delivery drivers until the end of the day where they are returned to the office, scanned and destroyed. Additionally, HBS may from time to time utilise the services of third parties (such as a courier or direct-to-customer suppliers), where the delivery names and company address are shared via secure encrypted channels. It is a requirement that any of our suppliers of such services are GDPR compliant and treat the security of this information accordingly.

Boomerang

We acknowledge that during the process of using our Boomerang service, the documents given to us for shredding could contain personal information.

To ensure the safety and security of this information, we advised all customers to seal the bag with the identification tags provided. Once sealed, these bags are driven to the HBS warehouse, by our driver, and stored in a secure container until disposal.

In addition to the secure container, our warehouse is protected by various security systems and measures to prevent unauthorised access.

The use of the unique identification tag also allows for full tracking and traceability. At no point are these bags opened or tags removed.

Only drivers employed and trained directly by HBS will be able to retrieve any such bags.

Marketing Information

From time to time, HBS could use your information to provide marketing material that is of legitimate interest to your organisation (such as special offers).

Staff Awareness

All members of the HBS team, existing or new, will participate in formal GDPR awareness training, ensuring they are committed to the HBS data protection values and are fully aware of what is required to ensure compliance and reduce any risks associated to the personal information that we hold.



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Your Rights

The EU General Data Protection Regulation (GDPR) clearly states the rights that you have, as the owner of any personal information, and HBS remain committed to ensuring these are maintained and any requests in respect of these are adhered to in a prompt and timely manner:

1. The Right to be Informed – We will tell you how we use your data
2. The Right of Access – You can see any information we hold about you at any time.
3. The Right to Rectification – You can ask for any inaccurate or incomplete data to be corrected.
4. The Right to Erasure – The ‘right to be forgotten’. You can ask for your data to be removed from our systems. Such a request will be actioned unless doing so will impair us in providing the services you have requested.
5. The Right to Restrict Processing – You can tell us how you want your data being used. For example, we can use your data to provide our services but not for marketing purposes.
6. The Right to Data Portability – You can request a copy of your data from us and we will provide this in a structured and commonly used format.
7. The Right to Object – You can tell us when you object to the use of your data and we will stop using it.
8. Rights in Relation to Automated Decision Making and Profiling – We do not engage in any automated decision making or profiling of your data, but if we did, you can instruct us not to.

Contact Us

In the event you wish to discuss the contents of this document, or exercise your data protection rights, please do so by contacting us using the details below:

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