

Privacy Notice

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

Who we are

Pregis Limited collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws.

The personal information we collect and use

Information collected by us

In the course of the supply of packaging systems and solutions we collect the following personal information when you provide it to us:

- Key contact details within the organisation for the purpose of sales, purchasing, service and support activities inclusive of address and location details.

How we use your personal information

We use your personal information to:

- Ensure continuous relevant communication for day to day trading activities.
- Keep you up to date with relevant commercial offerings, developments and other items of relevant legitimate interest to you and/or your organisation.

Who we share your personal information with

We routinely share names and delivery address details with our trusted third party suppliers for the purpose of goods delivery or in the support of goods and services supplied. Some of those third party recipients may be based outside the European Economic Area — for further information including on how we safeguard your personal data when this occurs, see ‘Transfer of your information out of the EEA’.

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party.

Whether information has to be provided by you, and if so why

The provision of name, contact details and delivery address is required from you to enable us to provide the supply of packaging systems, solutions and other relevant services. We will inform you at the point of collecting information from you, whether you are required to provide the information to us.

How long your personal information will be kept

- We will hold name, address and contact details for the period of the ongoing business relationship and for no more than 6 years thereafter, as we are required to retain this information by applicable UK tax law (currently 6 years)

Reasons we can collect and use your personal information

There are a number of lawful reasons where personal information can be used (or 'processed'). One of which is called 'legitimate interests'.

Broadly speaking Legitimate Interests means that your personal information can be processed if:

- We have a genuine and legitimate reason **and** we are not harming any of your rights and interests

This means when you provide your personal details to us we use your information for our legitimate business interests to continue to improve our service and products. Before doing this we will carefully consider and balance any potential impact on you and your rights.

Some typical examples of when we might use the approach are for preventing fraud, direct marketing, maintaining the security of our system, data analytics, enhancing, modifying or improving our services, identifying usage trends and determining the effectiveness of our campaigns.

Transfer of your information out of the EEA

We may transfer your personal information to the following which are located outside the European Economic Area (EEA) as follows:

- Pregis LLC (Pregis Limited's Parent company) and suppliers or partners thereof within the USA for the purpose of the supply of goods or support services that you or your organisation have ordered or engaged.

Such countries do not have the same data protection laws as the United Kingdom and EEA. Whilst the European Commission has not given a formal decision that the USA provide an adequate level of data protection similar to those which apply in the United Kingdom and EEA, any transfer of your personal information will be subject to a European Commission approved contract (as permitted under Article 46(5), which the Article 29 Working Party guidance confirms must be specified of the [General Data Protection Regulation](#) that are designed to help safeguard your privacy rights and give you remedies in the unlikely event of a misuse of your personal information. To obtain a copy of such safeguards see website ico.org.uk

If you would like further information please contact us (see 'How to contact us' below). We will not otherwise transfer your personal data outside of the EEA or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address

- require us to correct any mistakes in your information which we hold
- require the erasure of personal information concerning you in certain situations
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- email, call or write to us.
- let us have enough information to identify you (eg account number, user name, registration details),
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information to which your request relates including any account or reference numbers, if you have them

If you would like to unsubscribe from any email newsletter you can also click on the 'unsubscribe' button at the bottom of the email newsletter. It may take up to 30 days for this to take place.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

Changes to this privacy notice

This privacy notice was published on 25th May 2018 and last updated on 25th May 2018.

We may change this privacy notice from time to time, when we do we will inform you via email.

How to contact us

Please contact us if you have any questions about this privacy notice or the information we hold about you.

If you wish to contact please send an email to info@pregiseu.com or write to Pregis Limited, Unit 1, The io Centre, Whittle Way, Stevenage, Hertfordshire UK or call +44 (0)1438 740649.