

MYPEC GDPR STATEMENT

May 2018

Who we are

MYPEC Limited is a contract publisher working almost solely with membership organisations, clubs, societies and professional trade bodies. Our primary area of business is the design, production and distribution of membership magazines.

Our Registered Office: The Festoon Rooms, Sunny Bank Mills, Farlsey, Leeds LS28 5UJ
Reg No: 4216774

MYPEC acts as both a data controller and processor and in-line with General Data Protection Regulations (GDPR) we have put into place enhanced processes for the handling and safe storage of any personal data we hold for individuals who currently contact on the grounds of legitimate interest.

3.1 The personal data we collect is used for the following purposes:

- Sending B2B communications which we consider to be of legitimate interest via email and post.
- Mailing of membership magazines, the recipients of which receive as a published member benefit.
- Managing the member recruitment and retention for membership organisations

3.2 Our legal basis for processing the data:

- Sending B2B communications which we consider to be of legitimate interest via email and post.
- As part of our publishing and distribution contracts with membership organisation. In such cases, the membership organisation as the data controller and as such, adopts responsibility for the legal basis of processing.

3.3 Consent:

- All data subjects are made aware of our privacy policy (which is included at www.mypec.co.uk) and may request that data we hold on them is destroyed.

3.5 Disclosure:

MYPEC Limited will not pass on personal data to third parties without first obtaining the consent of data subjects.

3.6 The rights of data subjects:

MYPEC Limited currently holds personal information to send information which we either believe will be of legitimate interest to data subjects or which we process to perform specific functions in our contact with data controllers to support contracted agreements such as association or club memberships. From Friday 25th May 2018, data subjects will have new rights under GDPR which all staff members and freelancers undertaking work for MYPEC Limited must be aware of. These are as follows:

- The right to be informed
- The right to access to data
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to portability
- The right to object

3.7 How we gather personal information

We periodically gather and securely store the personal data of individuals who may have a legitimate interest in receiving information regarding MYPEC's services, for example, individuals who are responsible for the communications function within membership associations. The data we hold may include personal details including your name, date of birth, email, address, telephone etc.

All personal information gathered by MYPEC is securely stored on a dedicated, encrypted server. Servers which hold your personal data are kept in a secure location and protected by End Point Security which comprises of Anti-Virus, Anti Malware, Zero Point Exploits and Firewall. Each workstation is monitored for files that could potentially harm the workstation and are scanned before they are accessed.

3. MYPEC's privacy notice continued

3.8 Keeping our data secure

We keep personal data securely for as long as we need to for the purposes of ensuring data subject receive communications which we believe are of legitimate interest to you. In line with GDPR we will periodically review the length of this period to ensure we are not keeping your data any longer than we need to. Data subjects have the right to have their details removed from databases at any time.

3.9 The right to complain

All data subjects whose information is stored and processed by MYPEC Limited have a legal right to complain to the Information Commissioners office (ICO) if they believe that the handling of their data is non-compliant.