

### **The Evolve Group recognises the importance of Data Protection and the new General Data Protection Regulations that came in to force on 25 May 2018.**

The Evolve Group acknowledges that you as an individual have more rights under this new legislation and is adopting the principles set out within it:

Therefore all data we collect on you is (found at [ICO ~ principles](#)):

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

## **Our customers ~ Your Information**

This privacy policy explains how we use any personal information we collect about you and why.

The Evolve Group collects certain information about its customers, in order to provide a good service to them, and below sets out the reasons why and how we collect it.

### **Why do we hold this information on you?**

The Evolve Group collects and holds information on you in order to:

- 1) Provide you with a requested quote
- 2) To process an order that you have placed with us
- 3) To manage your account (sending invoices and statements)
- 4) To fulfil any future orders you may place with us

### **What justification is there for holding this information?**

- 1) – 3) above ~ We hold this information under the lawful basis for processing (as described in the GDPR) of:



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**Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

4) above ~ We hold this information under the lawful basis for processing (as described in the GDPR) of:

**Legitimate interests:** the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

### **What information exactly do we hold on you?**

The information we hold on you is

- Your name / business name
- Your address / business address
- Contact details – email and phone number
- Details of your order
- Bank details (if you are a supplier)

### **Where do we store your personal information?**

We store your information on to our secure Customer Relationship Manager system which logs your details and the orders you have placed with us.

We store your information within Sage for the purposes of invoicing you.

We also hold any design and ready to print files within our secure electronic filing system should you need to review or reprint them again in the future.

### **Do we share your information without your consent?**

The Evolve Group will only pass your information on to a third party where they are subcontracted to us to deliver part of your order. These subcontractors do not store your information and only use it for the purposes of fulfilling your order.

The Evolve Group will not use your information for marketing purposes with any other company outside of the Evolve Group.

### **Your rights around the information we hold:**

#### **Right to Access**

If at any time you would like to know what information we hold on you please email us at [info@theevolvegroup.co.uk](mailto:info@theevolvegroup.co.uk) and, in line with GDPR legislation, we will provide you this information for free within 72 hours.

#### **Right to Correction**

If you believe that we hold inaccurate information on you and you would like us to amend this then please email us at [info@theevolvegroup.co.uk](mailto:info@theevolvegroup.co.uk) and we will make any appropriate rectifications in line with GDPR legislation immediately.



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### **Right to Erase**

You have the right to request that we delete any contact information on you. If you would like to request this then please email [info@theevolvegroup.co.uk](mailto:info@theevolvegroup.co.uk).

Please note: The Evolve Group will retain copies of your order and print ready files as we believe this is a legitimate business interest in the event that you may want a repeat order. This information is not shared with anyone or used in any other design or production work.

### **Right to no further contact**

If you do not want to have contact from us again then please email us at [info@theevolvegroup.co.uk](mailto:info@theevolvegroup.co.uk) and we will ensure that you are not contacted again in line with best practice under the GDPR legislation.

### **Privacy by Design**

The Evolve Group adopts a privacy by design approach to all of its process and procedural development to ensure that the privacy of individuals data is considered from the outset.

### **Marketing**

From time to time we would like to send you information about products and services of ours and others in our group which may be of interest to you. This will be via a mail chimp communication or from your account manager with a clear option for you to unsubscribe should you no longer wish to receive it.

If you unsubscribe we will no longer send you any electronic marketing.

### **Use of the Evolve Group Website**

The Evolve Group website is not used for collecting any personal information from you and does not use cookies.

#### *Any links from the Evolve Group website*

Users may find content on our site that links to the sites and services of third parties. We do not control the content that appear on these sites and are not responsible for the practices employed by websites linked to or from our site. These sites and services may have their own privacy policies – please take time to read these if you go through to them as use of these website's are subject to their own terms and policies.

#### *What are cookies?*

User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. **Please note: the Evolve Group does not currently use cookies on its website**