

Gould International UK Ltd Privacy Notice

This statement provides information on the data we may obtain, store and process, its use and security and your rights.

Entity: Gould International UK Ltd trading as Gould Paper Sales, Gould Publication Papers, Harlech Print and Paper Management. Brunswick House, 299 Kingston Road, Leatherhead, KT22 7LU. 01372 376133.

Data Protection Officer (DPO): Company Secretary, jmorley@gouldinternational.co.uk. Any complaints should be made to the DPO.

Information sources: Direct – enquiries, purchases, sales, newsletter request, event attendance or registration. Indirect – public directories, website cookies.

Purpose of processing information: Customer and supplier management, marketing.

Lawful basis: Customer Management – to carry out obligations = Contract, to communicate and inform = Legitimate interests. Supplier management – to carry out obligations = Contract. Marketing - to communicate and inform = Consent.

Information held: Contact details, address, email, telephone numbers, financial transactions, company financial information and accounts, website usage.

Your rights: Access – request for copies of your personal information. Rectification – request to rectify information you believe to be inaccurate. Erasure – request to delete your personal information. Restriction of processing – request to limit processing of your personal information. Objection to processing – request to cease processing where processing is in our legitimate interest.

Data retention: Personal information will be held for as long as necessary to fulfil the purposes it was collected for, including satisfying any legal, accounting, or reporting requirements. Our data retention policy informs this process.

Sharing information: There is sharing of employee personal information only with Group companies as permitted under “restricted transfer”. Group companies: Japan Pulp & Paper, Gould Paper Corporation, Price & Pierce.

Safeguards: To prevent unauthorised access or disclosure of personal information there are physical, electronic and managerial procedures in operation.

Privacy Notice updates: This notice may be updated periodically to ensure that it remains accurate and legally compliant.