

Kentec Mail & Courier Service Limited

Privacy Notice in compliance with GDPR May 2018

Data Security, Handling & Processing

Kentec acknowledge its responsibility to ensure that all personal data held with Kentecs server environment, email systems, staffs computer terminals and 3rd party software suppliers are password protected and that anti-virus software is kept current and up to date.

Kentecs IT staff regularly performs security audits on our internal systems and likewise request the same of any supplier whom are holding personal data on behalf of Kentec within their computer systems.

In the vast majority of cases the personal data received by Kentec is limited to only what is required in order for Kentec to provide the service as being requested by the provider of the data.

In all conceivable cases the purpose of the personal data received by Kentec is intended for the provision of quotations and the physical addressing of items to be sent via mail or courier as per our clients instructions and this data is not owned or controlled by Kentec.

Personal data received by Kentec arrives mainly in the form of emailed spreadsheets and it is the procedure of Kentec to maintain a physical log to record these data events so as to confirm;

- Date information received
- For where it originated
- For what purpose the data was sent
- Who used the data
- Confirmation when the data has been deleted once no longer required

Handling & Processing

- All data supplied by our clients should be sent to us via our FTP site, MailBigFile.
- This data should only be sent to one recipient unless agreed upon by the client and Kentec.
- The data shall be held securely for the duration required by Kentec for processing.
- If there is any need for an internal transfer of data, i.e. to be used on the inkjet machine, this will be done using our secure server and using a password on the data file. This password will only be shared to the individual in need of the data.

Kentec staff are trained and aware of their responsibility to delete all personal data arriving in the form of individual emails as soon as the details are no longer required.