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GDPR POLICY

ISIS Printing Limited

1. **Introduction:** We take the protection of personal data seriously. This GDPR (General Data Protection Regulation) policy outlines our commitment to ensuring compliance with data protection laws, specifically the GDPR, and protecting the rights and privacy of individuals whose personal data we process.
2. **Scope:** This policy applies to all personal data processed by ISIS Printing Limited, whether it is collected from customers, employees, suppliers, or any other individuals.
3. **Principles of Data Protection:** We are committed to upholding the following principles of data protection:
 - Lawfulness, fairness, and transparency: We will process personal data lawfully, fairly, and transparently, ensuring individuals are aware of how their data is being used.
 - Purpose limitation: We will only collect and process personal data for specified, explicit, and legitimate purposes and will not further process it in a manner that is incompatible with those purposes.
 - Data minimization: We will ensure that personal data we collect is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
 - Accuracy: We will take reasonable steps to ensure that personal data is accurate and kept up to date.
 - Storage limitation: We will only keep personal data for as long as necessary to fulfill the purposes for which it was collected.
 - Integrity and confidentiality: We will process personal data in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing and accidental loss, destruction, or damage.
4. **Responsibilities:**
 - The data controller: P.Scaglioni
 - The data processor: P.Scaglioni
 - All employees: All employees are responsible for ensuring compliance with this policy and handling personal data in accordance with data protection laws and regulations.
5. **Data Protection Measures:** We will implement appropriate technical and organizational measures to ensure a level of security appropriate to the risk, including encryption, access controls, and regular security assessments.
 - We will provide training to all employees on data protection principles and their responsibilities under the GDPR.
 - We will conduct data protection impact assessments (DPIAs) where necessary to identify and mitigate risks associated with processing personal data.
 - We will establish procedures for responding to data subject requests, including requests for access, rectification, erasure, and data portability.
 - We will maintain records of processing activities as required by the GDPR.
6. **Data Breach Notification:** In the event of a personal data breach, we will notify the relevant supervisory authority and affected individuals without undue delay, where feasible, in accordance with our obligations under the GDPR.
7. **Compliance and Review:** We will regularly review and update this GDPR policy to ensure ongoing compliance with data protection laws and regulations. Employees are expected to comply with this policy and report any concerns or breaches to the managing director.

Conclusion

ISIS Printing Ltd. is committed to protecting the privacy and rights of individuals whose personal data we process. By adhering to the principles and measures outlined in this GDPR policy, we aim to ensure the lawful and secure processing of personal data and maintain the trust of our customers, employees, and other stakeholders.



Paolo Scaglioni - Managing Director

ISIS Printing Limited