



Data Subject Request Form

Ver 1.0

Date: July 2021

Next Review Date : December 2022

Introduction

Intercontinental Procurement Limited (“IPL Packaging”) believes that your data protection and privacy rights are imperative and is therefore one of our main responsible business priorities. The following procedure explains actions to be taken in case any of the data subjects would like to access their personal data held by IPL Packaging. This is in line with EU GDPR 2016/679.

What is personal data?

Personal data means any data referring to an identified or identifiable natural person

What is a data subject?

A data subject is any person whose personal data is being collected, held or processed. The data subjects are identifiable if they can be directly or indirectly identified, especially by reference to an identifier such as a name, an identification number, location data, an online identifier or one of several special characteristics, which expresses the physical, psychological, genetic, mental, commercial, cultural or social identity of these natural persons.

At IPL Packaging we identify 3 types of natural persons.

Visitors to the website

Applicants

Employees

What are GDPR individual rights?

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Please view our privacy statement available on our website to view what information of yours we store or process.

Making a data request

In order to request your data, you must fill in the request form and send to info@iplpackaging.com. In order to submit to a third party access request on your behalf, the office must also be sent a form of written authorisation.

Along with this request, valid proof of identification must be sent so we are sure that we are sharing your personal information with you. All documents will be handled confidentially and deleted as soon as your identity is verified.

A data subject access request is free of charge. Subsequent requests however can be charged with reasonable administration costs. Unless requested otherwise, information will be provided electronically.

Your request will be responded to as soon as possible, but at latest within four weeks. If you are unsatisfied with the outcome of your request, send a complaint to info@iplpackaging.com.