Acanthus

CREATE • PRINT • DELIVER

Acanthus Press
Data Protection Policy

Context

Data protection applies to:

- Acanthus employees
- Clients of Acanthus
- Data supplied by clients relating to individuals

The primary legislation are the General Data Protection Regulations.

Principles

Data is collected for specific and legitimate purposes and is processed lawfully and fairly.

Data is adequate, accurate, relevant and limited to the extent necessary for the purpose of the data being collected and held.

Where appropriate, data is kept up to date.

Data is kept in a form which identifies data subjects for no longer than is necessary for the purpose of the data being collected and held.

Data is securely destroyed when the purpose for which the data was collected is complete.

Data Security

Data is held and processed in a manner which ensures appropriate security for personnel or commercially-sensitive data. This includes protection against unauthorised access, illegal processing, loss, destruction or damage.

Data is not passed on to third parties, unless specifically requested as part of the contract, say for data cleansing.

Data supplied by clients relating to individuals

Data relating to individuals being held by Acanthus for a specific contract shall be:

- Limited to that which is required for the tasks being carried out by Acanthus
- Retained only for the period necessary to carry out the tasks, which may include the probability of follow-up tasks being required
- Not passed on to third parties unless specifically requested as part of the contract
- Securely destroyed once this period has passed

Acanthus are accountable for the above whilst the data is in their possession.

Rights of Acanthus employees

Data relating to employees, such as employment history, bank account details, etc., are held by Acanthus as a necessary requirement of employment.

As data subjects, employees have the rights to:

- Be informed of the data
- Have access to the data
- Have data rectified
- Have data erased, unless as stated below
- Have processing restricted
- Be able to have data transferred from one controller to another
- Object to the data being held, and
- Not be the subject to automated decision making or profiling

Employees do not have the right to erasure of their data where retention or processing of those data is necessary for the establishment, exercise or defence of legal claims.

Data security management

Acanthus Press have achieved the International Standard for information security, ISO/IEC 27001:2022. Certificate number ISM7799390.

The management of staff, customer and supplier data is tailored to meet the needs of the organisation and continual assessment of the requirements and risks are set out in company policies.

The effectiveness of this policy will be regularly reviewed by the Directors.

October 2025

Acanthus Press Ltd
21 Ryelands Business Park, Bagley Road
Wellington, Somerset TA21 9PZ

ICO Registration Number: Z8575265

Telephone: 01823 663339
Email: print@acanthuspress.ltd.uk
www.acanthuspress.ltd.uk