



## Privacy Policy for Allpack Packaging

### Introduction

Allpack Packaging ("we", "our", "us") is committed to protecting the privacy and security of personal data. This Privacy Policy outlines our practices regarding the collection, use, and protection of personal information in accordance with applicable laws and regulations. By engaging with Allpack Packaging, you agree to the practices described in this policy.

### Scope

This Privacy Policy applies to all personal data collected, processed, and stored by Allpack Packaging in the course of our operations. It covers information related to employees, customers, suppliers, and other third parties.

### Data Collection

#### Types of Data Collected

We collect various types of personal data, including but not limited to:

- Contact information (name, address, email, phone number)
- Employment details (position, department, work history)
- Financial information (bank details, transaction history)
- Communication records (emails, phone calls, correspondence)

#### Methods of Data Collection

Data is collected through various channels, including:

- Direct interactions (forms, surveys, interviews)
- Digital communications (emails, website interactions)
- Third-party sources (background checks, references)

### Use of Personal Data

#### Purpose of Data Collection

Personal data is collected and used for the following purposes:

- To manage employment relationships
- To process transactions and provide services to customers
- To maintain business operations and improve our services
- To comply with legal obligations and protect our legal interests

### Legal Basis for Processing

We process personal data based on one or more of the following legal grounds:

- Consent of the data subject
- Performance of a contract
- Compliance with legal obligations
- Legitimate interests of Allpack Packaging

## Third-Party Data Sharing Sharing with Third Parties

We may share personal data with third parties in the following circumstances:

- Service providers and business partners who assist in our operations
- Legal and regulatory authorities as required by law
- In connection with business transfers or reorganizations

### Safeguards for Third-Party Data Sharing

When sharing data with third parties, we ensure that:

- They are bound by confidentiality agreements
- They use the data only for the specified purposes
- Appropriate security measures are in place to protect the data

## Data Retention

### Retention Periods

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including:

- Employment records: Retained for the duration of employment and a period thereafter as required by law
- Customer data: Retained for the duration of the customer relationship and a period thereafter as required by law
- Financial records: Retained for the duration required by financial and tax regulations

### Disposal of Data

When personal data is no longer required, we ensure its secure disposal through:

- Physical destruction (shredding of documents)
- Digital deletion (secure erasure of electronic records)

## Data Security

### Security Measures

We implement a range of security measures to protect personal data, including:

- Access controls (restricted access to data)
- Encryption (protecting data in transit and at rest)
- Regular security audits and assessments

### Employee Training

Employees are regularly trained on data protection principles and practices to ensure compliance with this Privacy Policy.

## Data Subject Rights

### Access and Correction

Individuals have the right to access and correct their personal data. Requests for access or correction should be directed to our Data Protection Officer.



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## Withdrawal of Consent

Where data processing is based on consent, individuals have the right to withdraw their consent at any time. This does not affect the lawfulness of processing based on consent before its withdrawal.

## Complaints

Individuals have the right to lodge complaints regarding data protection issues with the relevant supervisory authority.

## Contact Information

For any questions or concerns regarding this Privacy Policy or our data protection practices, please contact:

### **Data Protection Officer**

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