



POLSTEAD
PRESS

Privacy Statement

This statement has been produced in accordance with the amendments to the Data Protection Act 1988.

Welcome to our Privacy Policy

At Polstead Press Ltd we are committed to maintaining the trust and confidence of our visitors to our website. In particular we would like our visitors to know that Polstead Press Ltd is not in the business of selling, renting or trading email lists with other companies or businesses for marketing purposes. To support this statement, we have drawn up this Privacy Policy to provide you with detailed information regarding how and why we collect your personal information, how we store it and how we keep it secure.

Types of Data we collect

Our websites use cookies to collect information. This includes information about browsing and purchasing behaviour by people who access our websites. This includes information about pages viewed, products purchased and the customer journey around our websites. We collect information in order to invoice you and also to send out your goods.

How do we keep it secure?!

The personal data we gather will be for the following reasons:

- To add you to our secure billing system to invoice you for goods
- To enable us to send out your goods to your business or home address
- To use for your artwork design for your business or personal printing

The information gathered is held on a secure, password protected database which has limited access.

All proofs of print work are filed and secured in a lockable cabinet. The data protection officer is responsible for the key and this is stored in a safe place, in a lockable drawer.

All personal data should be sent to us via a secure file, such as Wetransfer or DropBox, or via the telephone where the details can then be transferred directly to the secure database.

Access to your personal information

Under GDPR, it is our responsibility to ensure that your personal details, whilst in our care shall be used for the sole purpose that they were provided to us for. You are able, at any time to request access to these details. Should you wish to do so, please contact our data protection officer at tracy@ghyllhouse.co.uk.

You will be expected to provide proof of your identity in order to gain access to such information. Your subject access request will be charged at £10.00.

We are obliged to pass you the requested information within 14 days.

You are also able to update, remove or amend any personal details that we may hold, please use the email address provided above should you wish to do so.

Changes to this Privacy Notice

This privacy notice will be reviewed annually as of 25th May 2018.