

## Privacy Policy

Version: 1.0

Date: 25<sup>th</sup> May 2018

### About This Privacy Policy

This policy sets out how we will use and share the information that you give us. This policy describes your relationship with MRC Print Limited.

### Who We Are And How To Contact Us

MRC Print is a trading name of MRC Print Limited that is registered in England and is registered with the Information Commissioner's Office under the Data Protection Act 1998. The data processor is: MRC Print Limited. You can get in touch with us in any of the following ways:

Email: [lisa@mrcprintltd.co.uk](mailto:lisa@mrcprintltd.co.uk)

Phone: 01245 403 330

Website: [www.mrcprintltd.co.uk](http://www.mrcprintltd.co.uk)

Post: 25 Sandford Crescent, Wychwood Park, Weston, Cheshire, CW2 5GJ

### How we operate

We operate in line with EU GDPR (May 2018) data protection guidelines. We will advise you on how to complain to the relevant authorities, namely the Information Commissioner's Office.

### Who this privacy policy applies to

MRC Print Limited is a Direct Marketing Communication specialist. This policy relates to users of MRC Print Limited. Processing of your data is required in order to offer you these services. This policy applies to individuals who have registered with MRC Print Limited as either a customer, user, administrator, or in any other capacity.

### What this policy applies to

This section describes the lawful basis for processing your data and applies to the information about yourself that you choose to provide us with or that you allow us to collect. This includes (as a customer):

- Information given and stored as part of our ongoing relationship

### Scope of Consent

By submitting personal data to us, you are affirming your explicit consent for such information to be used in accordance with this privacy policy. You will be able to withdraw that consent at any time by the

methods described.

### **How we store and process your data**

Your data will be collected stored and processed in the UK only. Your data will be stored on our internal servers and backup cloud based systems (situated within the EU) for 28 days from date of receipt after which time the data will be securely destroyed and full records of which kept.

### **Our obligations**

We are a data processor. In relation to the information that you provide to us, we are legally responsible for how that information is handled. We will comply with the Data Protection Act 1998 and the GDPR (2018) in the way we use your data. Among other things, this means that we will only use your personal data:

- Fairly and lawfully
- As set out in the legislation and this policy
- To the extent necessary for these purposes

We will process your data ourselves as the data processor. We will take reasonable precautions to safeguard the personal information that you supply to us.

### **Third Parties**

Your data is not shared with any third parties other than cleansing purposes which would be agreed before any such contract was entered into.

### **Security**

We will report any breaches or potential breaches to the appropriate authorities within 24 hours and to anyone affected by a breach within 72 hours. If you have any queries or concerns about your data usage please contact us.

### **Contacting us and Complaints**

If you have any questions or comments about this Privacy Policy or wish to complain, please contact: The Data Protection Officer at MRC Print Limited. We fully comply with Data Protection legislation and will assist in any investigation or request made by the appropriate authorities.