



## General Statement and Policy

**Banbury Print & Design Limited** is fully committed to full compliance with the requirements of the General Data Protection Regulation. We will therefore follow procedures which aim to ensure that any employees who have access to any personal data held by Banbury Print & Design Limited are fully aware of and abide by their duties under the General Data Protection Regulation.

We will protect and store securely for no longer than necessary any sensitive information that we may hold in digital format, and prevent any access to it by unauthorised personnel, and we will ensure that any sensitive data being printed cannot be accessed by unauthorised personnel. Any personal data we do collect will only be used as permitted by law. We implement network security to prevent intruders gaining access to data and information.

Our customers have the following rights under the GDPR, which this Policy and our use of personal data have been designed to uphold:

The right to be informed about our collection and use of personal data.

The right of access to the personal data we hold about you.

The right to rectification if any personal data we hold is inaccurate or incomplete.

The right to be forgotten – i.e. the right to ask us to delete any personal data we hold about you.

The right to restrict (i.e. prevent) the processing of your personal data.

The right to object to us using your personal data for particular purposes.

We do not collect any personal data from you, but if you send us an email, we may collect your name, your email address, and any other information which you choose to give us. We do not use any other means of data collection.

If you do contact us and we obtain your personal details from your email, we may reply to your email, but you have the right to withdraw your consent to us using your personal data at any time, and to request that we delete it.

We will not share any of your data with any third parties for any purposes.

We only keep your personal data for as long as we need to in order to use it as described above, and/or for as long as we have your permission to keep it. Your data will only be stored in the UK.

Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure any data we hold about you (even if it is only your email address).

You have the right to ask for a copy of any of your personal data held by us (where such data is held). Under the GDPR, no fee is payable and we will provide any and all information in response to your request free of charge.