

PRIVACY POLICY

You have certain rights in relation to your data, including the right to object to processing based on legitimate interests, profiling (including the use of custom and lookalike/similar audiences), and direct marketing. At any time, you can exercise your rights by emailing us at webmaster@mymailingroom.com. For further details about our processing and your rights, please see below.

About us

My Mailing Room, My Printing Room and Mailroom Security are brands of FP Mailing (South) Limited. FP Mailing (South) Ltd is a company registered in England and Wales (company number: 4207484), our registered office address is 3 North Star Boulevard, Greenhithe, Kent, DA9 9UG, United Kingdom.

For the purposes of the General Data Protection Regulation (GDPR), FP Mailing (South) Limited is the controller in relation to your data. We are registered as a controller with the ICO (UK Information Commissioner's Office). Our registration number is ZA344975.

What we do not do with your data

Before confirming what data we collect, and why, here's what we do not with your data, unless clearly set out in this notice:

- We don't share it with anyone else.
- We do not use it for any purpose including retargeting, except on an aggregate and anonymous basis, and only to assess the performance and effectiveness of our advertising campaigns.
- We do not use it to build, append to, edit, influence or augment user profiles, including profiles associated with any mobile device identifier or other unique identifiers that identify any individual user, browser, computer or device.
- We do not transfer it (including any anonymous, aggregate or derived data) to any advertising network, advert exchange, data broker, or other advertising or monetisation-related service.

What data we collect, and how

If you complete the forms on our website or contact us by telephone or email in order to request quotes or further information, we will ask you for your contact details, such as your:

- Name
- email address
- telephone number
- postal address, and/or postal code.

We will also ask for information regarding your product requirements.

We may change the forms on our website, so they may ask you for other information. We will always be clear what information we're requesting, and we

only request information that is relevant to your request, and the service that we're providing.

We also store and share Internet Protocol (IP) addresses, as explained below. Every computer or device has an IP address - a unique number - which enables it to communicate with other computers and devices over the Internet.

How we use your data

We use your data (as described above) in the following ways.

To provide quotations on information relating to a product or service

As explained above, if you contact us, we'll pass your request to one or more of our Account Managers. They may contact you by telephone, text/SMS or email.

We store IP addresses to stop unwanted traffic (i.e. spam) to our site. For example, if we become aware that spam is coming from a particular IP address (i.e. computer or location), we can block that IP address.

To call you to confirm your details or requirements

For certain products, before connecting you with a quotation, we may call you to confirm your details or requirements.

We may also call you to ask about your experience using our site, our products and services.

To email you about similar products and services - but only if you haven't opted out of such emails

If you have requested a quotation or more information regarding our products or services, we would like to email you, or call you about similar products and services for which we think you might like quotes or information.

You will always be given an opportunity to opt out of such messages, and we will not send such messages if you have opted out.

Working with suppliers

We work with a number of suppliers, who process data on our behalf. These include cloud storage providers and email service providers. We have appropriate contracts in place with such suppliers to ensure the protection and confidentiality of data.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used to improve how websites work, or work more efficiently, as well as to provide information to the owners of the site.

We use the following Cookies on our sites

- Google Analytics
- Google Tag Manager
- Click Cease
- Google Analytics
- Google Tag Manager

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have

been set and how to manage and delete them, visit www.aboutcookies.org or www.allaboutcookies.org.

To opt out of being tracked by Google Analytics across all websites you visit please visit <http://tools.google.com/dlpage/gaoptout>.

Storing your data

We have a data retention policy, which clearly sets out how long we keep data for, and for what reasons.

We will keep your data only for as long as is necessary to fulfil the purpose/s for which it was collected in the first place, i.e. as set out in this notice.

For example:

- We will keep your request for quotes and copies of the quotations we send after you make the request to enable us to resolve any queries should they arise.
- If you haven't opted out of receiving marketing from us, we will keep your details, and send you emails, until such time as you don't engage with our emails for a period of 12 consecutive months.

Legal grounds

Activities	Lawful Basis under the General Data Protection Regulation	Your Rights
Using and sharing IP addresses	Legitimate interests	You have the right to object to processing based on legitimate interests
To call you to confirm your details or requirements	Consent	To withdraw your consent, as explained below
To email you about similar products and services	Legitimate interests*	To object to processing based on legitimate interests. You also have the right to object to direct marketing

**Under the Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR), we send such emails on the basis of the existing customer (soft opt-in) exemption.*

In each case where we have identified legitimate interests as the legal basis for our processing.

Your rights

Under the GDPR, you have a number of rights. In relation to our site, and the service that we provide, those rights are set out in the table above. We further explain these rights, and your other rights, below.

Right of access - You have the right at any time to ask us for a copy of the personal information that we hold about you, and to check that we are lawfully processing it.

Right of rectification - If personal information that we hold about you is not accurate or is out of date and requires amendment or correction you have a right to have the data rectified or completed.

Right of erasure - In certain circumstances, you have the right to request that personal information we hold about you is erased (e.g. if the information is no longer necessary for the purposes for which it was collected or processed).

Right to object to or restrict processing - In certain circumstances, you have the right to object to our processing of your personal information. For example, if we are processing your information on the basis of our legitimate interests, and there are no compelling legitimate grounds for our processing which override your rights and interests.

Right of data portability - In certain instances, you have a right to receive any personal information that we hold about you in a structured, commonly used and machine-readable format.

Right to withdraw consent - In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

Exercising your rights

If you wish to exercise any of your other rights under the GDPR, please email us at webmaster@mymailingroom.com. Alternatively, you can write to us at FP Mailing (South) Ltd, 3 North Star Boulevard, Greenhithe, Kent, DA9 9UG, or inform us if you speak with us by calling 01322 288890.

Our lead supervisory authority for the processing set out in this notice is the UK Information Commissioner's Office (ICO). If you are unhappy with how we have processed your data, you have the right to make a complaint to the ICO.

Contacting us

If you have any questions regarding this notice, or any questions relating to data protection or privacy, you can contact us at webmaster@mymailingroom.com.

Alternatively, you can write to us at the address set out above.

Changes to this notice

From time to time, we may update this notice.

Last reviewed: May 2018