



PRIVACY POLICY

At Contract Publishing UK (CPUK) Ltd. T/A CPUK Print Publishing, we are committed to protecting your privacy and information security. Please read this Privacy Policy carefully so that you are aware of the steps we take to protect your privacy, what information we collect, and how we use it now or may use it in the future and what your rights are.

CONTROLLERS OF INFORMATION:

Any personal information provided here or gathered by our website is controlled by CPUK Print Publishing Ltd., First Floor, The Old Stables, Keysoe Row East, Keysoe, Bedfordshire MK44 2JB. Registered in England & Wales No. 08580992.

The Data Protection Officer (DPO) is: Gina Allingham

Telephone: +44 (0)1480 861962

Email: gina@cp-uk.co.uk

We aim to process information about you fairly and in a transparent manner and the aim of this document is to provide you with sufficient information for you to be able to understand what we are doing with your data. If you are unsure how we are handling information about you or you think we could improve our privacy information please contact the DPO above.

WHAT INFORMATION DO WE COLLECT? HOW DO WE USE IT?:

When you register your information with us, via our website (www.cp-uk.co.uk) we may collect, derive, combine, access, or otherwise process your personal information for the following purposes:

1. Notifying you of CPUK Print Publishing news and information, which we think, may be of interest to you including by email or by physical mail, where you have granted us permission to do so;
2. Offering, administering and providing products and services;
3. Sending you surveys for quality management purposes;

LEGAL BASIS FOR PROCESSING YOUR DATA:

We undertake the activities above for the reasons below:

1. In the pursuit of our legitimate interests as a commercial organisation including the marketing and promotion of our brand, products, and services.
2. Based on your consent.
3. To fulfil any contractual obligations we may have when you make purchases from us.

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Contract Publishing UK (CPUK) Limited

Registered office: First Floor, The Old Stables, Keysoe Row East, Keysoe, Bedfordshire MK44 2JB.

Telephone: +44 (0)1480 861962 - Email: enquiries@cp-uk.co.uk Website: www.cp-uk.co.uk

Directors: M.R. Chinnery & L.A. Chinnery
Registered in England & Wales No. 08580992
VAT Registration No. 122 6502 51



PRIVACY POLICY cont'd./2

WHAT WE DO WITH THE INFORMATION THAT WE COLLECT?:

We will never use your information in a way incompatible with this privacy notice. This will include amongst others that:

1. We will not put any information about you on general release nor will we sell such information;
2. We will not transfer personal data outside of the European Economic Area.

YOUR CONSENT:

By registering your details on our website, (www.cp-uk.co.uk), you consent to the use of any information provided by you, collected from you, or derived based on collected personal information by CPUK Print Publishing Ltd. for the purposes described in this privacy notice. You have a right to withdraw your consent at any time for any of the processing activities that are based on your consent, by sending our DPO an e-mail to: gina@cp-uk.co.uk

CHILDREN BELOW THE AGE OF 13:

If you are under the age of 13 you may register on the website to receive newsletters and other information but only with expressed consent of a parental or guardian.

RETENTION:

We collect personal information for specific purposes and on specific legal bases and endeavour to collect only the personal information required for those purposes. Once this purpose has been fulfilled and the personal information is no longer required, we will anonymise your data by removing any identifiable information or erase it.

YOUR RIGHTS:

You have the right to request at reasonable intervals, access to the personal information we have collected about you. Please refer any access request to our DPO at gina@cp-uk.co.uk

If you so choose you may request us to rectify, erase or block the processing of your personal data if that personal data is no longer accurate, up-to-date or when the further processing of that personal data would be in violation of applicable data protection legislation.

You have a right to receive any personal data that you have provided to us in order to transfer it onto another data controller where the processing is based on consent and is carried out by automated means called a data portability request.

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PRIVACY POLICY cont'd./2

YOUR RIGHTS cont'd./:

You have the right to object to our processing of your personal data where the basis of the processing is our legitimate interests including but not limited to direct marketing and profiling.

You have a right to information about how we are processing information about you and we have an obligation to process only a minimum of data for specific, explicit and legitimate purposes in a fair, lawful and transparent manner. This privacy notice fulfils our obligations to provide you with information but you should contact us directly if you have any questions or concerns.

You have a right to lodge a complaint about any aspect of how we are handling your data with the Information Commissioner's Office in the UK who can be contacted here: <https://ico.org.uk/concerns/>

ANY QUESTIONS REGARDING YOUR PRIVACY?:

We are happy to discuss privacy and data protection with you. You may contact our Data Protection Officer on gina@cp-uk.co.uk

SECURITY:

We endeavour to take all reasonable steps to protect your personal data including the use of encryption technology, but cannot guarantee the security of any data you disclose online. You accept the inherent security implications of sending information over the Internet and will not hold us responsible for any breach of security unless we have been negligent.

APPLICABLE DATA PROTECTION LAW:

This privacy notice has been based on the General Data Protection Regulation (GDPR). If you are subject to more stringent data protection legislation please refrain from using our website (www.cp-uk.co.uk) or any of our other services.

CHANGES TO THIS NOTICE:

We might periodically change this privacy notice. If we decide to change our privacy notice, we will post those changes on this page. We therefore recommend you re-visit this page periodically to check for changes.

This Privacy Policy is: CPUK_V01_May_2019

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