

This Privacy Policy sets out the data processing practices carried out through the use of the Internet and any other electronic communications networks by JPMG Print & Mail Services Ltd. If you have any requests concerning your personal information or any queries with regard to these practices please contact The Managing Director JPMG Print & Mail Services Ltd at [production@jpmg.co.uk](mailto:production@jpmg.co.uk). Please note that all data thus captured will be used and held in accordance with the requirements of the Data Protection Act 1998.

### **Information collected**

We collect information from visitors to this website through the use of online forms / email hyperlinks and every time you email us your details. We also collect information about the transactions you undertake through this site, including details of payment cards use.

We collect additional information automatically about your visit to our website.

### **Use of personal information**

We process personal information collected via this website for the purposes of:  
Providing and personalising our services - dealing with your inquiries and requests -  
administering orders and accounts relating to our suppliers or customers -  
administering membership records - crime prevention and prosecution of offenders –  
fundraising - maintaining information as a reference tool or general resource -  
providing reservation or booking services - trading in personal information (selling, hiring or exchanging information) - carrying out market research campaigns -  
providing you with information about products and services

### **If using a data capture form**

We will send you information according to the preferences you submitted via our data capture form. If you would like to change these preferences at any point, please email us at [production@jpmg.co.uk](mailto:production@jpmg.co.uk), or call us on 01903 777400. Alternatively you can also write to The Managing Director, JPMG Print & Mail Services Ltd, Works House, Station Road, East Preston, BN16 3AA

### **Marketing**

NO MARKETING:

Please note that we will never use the information you have provided us with for marketing purposes, nor will it be passed to any third parties for marketing purposes.

## OWN MARKETING:

Please note that your information may be used to send you details of those products or services that we offer that we have identified as likely to be of interest to you.

This will be in accordance with the preferences that you indicated when you completed your order form / data capture form

If at any point you would like to opt-out of receiving communications from us, or would like to change the channels (such as email or post) that we use to contact you, please contact The Managing Director JPMG Print & Mail Services Ltd by e-mail [production@jpmg.co.uk](mailto:production@jpmg.co.uk) or please write to: The Managing Director JPMG Print & Mail Services Ltd, Works House, Station Road, East Preston, West Sussex, BN16 3AA.

Please amend your preferences at: [link to preferences section of website for users.](#)

## THIRD PARTY MARKETING:

From time to time we would like to be able to pass your information to carefully selected third parties that offer products or services that we have identified as likely to be of interest to you. We will only do this if you have opted-in to receive such communications, for example when you completed your order form / data capture form by entering into an agreement with us when you placed your order / entered membership / entered a competition or prize draw, you have consented to this use of your data. You may ask us at any point not to share your information with third parties for this purpose, by contacting The Managing Director JPMG Print & Mail Services Ltd e-mail [production@jpmg.co.uk](mailto:production@jpmg.co.uk) by writing to The Managing Director JPMG Print & Mail Services Ltd, Works House, Station Road, East Preston, West Sussex, BN16 3AA amending your preferences at: [LINK TO PREFERENCES SECTION OF WEBSITE FOR USER.](#)

## Disclosures

If no sharing of data with 3<sup>rd</sup> parties:

We will not share your data with third parties except as required to do so by government bodies and law enforcement agents.

If sharing data with 3<sup>rd</sup> parties:

We will only disclose data to other companies within our group of companies, business partners, government bodies and law enforcement agencies successors in title to our business and suppliers we engage to process data on our behalf.

## Other websites

Our website may contain links to other websites that are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy, which may differ from ours.

## **Subject access requests**

You have the right to see what personal data we hold about you. To obtain a copy of the personal information we hold about you, please write to us at The Managing Director, JPMG Print & Mail Services Ltd, Works House, Station Road, East Preston, BN16 3AA. PLEASE NOTE THAT WE RESERVE THE RIGHT TO CHARGE A FEE OF UP TO £10 FOR ANY SUCH REQUEST

## **Internet-based transfers**

Given that the Internet is a global environment, using it to collect and process personal data necessarily involves the transmission of data on an international basis. This means for instance that data you pass to us may be processed outside the European Economic Area, although the data will always be held securely and in line with the requirements of UK data protection legislation. By communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

## **Amendments**

Please note that this privacy policy is subject to change from time to time. It was last updated in January 2012.

## **Use of cookies**

(N.B. this will be updated before the Privacy and Electronic Communications (EC Directive) Regulations 2003 amendments of 2011 are brought in at the end of May 2012)

A cookie is a small piece of information sent by a web server to a web browser, which enables the server to collect information from the browser. Find out more about cookies on [www.allaboutcookies.com](http://www.allaboutcookies.com).

We use cookies to identify you when you visit this website and to keep track of your browsing patterns and build up a demographic profile.

Our use of cookies also allows registered users to be presented with a personalised version of the site, carry out transactions and have access to information about their account.

Most browsers will allow you to turn off cookies. If you want to know how to do this please look at the menu on your browser, or look at the instruction on [www.allaboutcookies.com](http://www.allaboutcookies.com). Please note however that turning off cookies will restrict your use of our website.