

# Privacy Policy

This website is owned and operated by PFMO Limited (Registered in England & Wales No. 08434548) whose Registered Office is at 29 St Leonards Road, Windsor, SL4 3BP, trading as Prontaprint and operating under licence from Sivast Limited ("PPW").

This privacy policy sets out how PPW ("We" or "Us") uses and protects any information that you give Us when you use this website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1 November 2016.

## What we collect

We may collect the following information:

- name and organisation
- contact information including telephone and email address other
- information relevant to customer surveys and/or offers

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which We think you may find interesting using the contact details which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.
- We may use the information to customise the website according to your interests.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Uploaded Files

This privacy policy extends to any files that you send Us via this website. We will keep any files you send to Us via this website in our customer artwork archive. If you do not want us to keep your files please let us know by writing to or emailing Us at [privacy@prontaprintwindsor.com](mailto:privacy@prontaprintwindsor.com).

## Social Media

We may from time to time use any artwork or printing We have created for You as part of our portfolio via this website and social media sites including, but not limited to, Facebook, Twitter & Instagram. We will of course obscure or redact and contact details or other similar personal information from such publicly displayed work. If you do not want your work used in this way, please let us know via [privacy@prontaprintwindsor.com](mailto:privacy@prontaprintwindsor.com).

## Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- if you do not want the information provided by you to be used by anybody for direct marketing purposes, please let us know by writing to or emailing Us at [privacy@prontaprintwindsor.com](mailto:privacy@prontaprintwindsor.com).

- if you have previously agreed to Us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing Us at [privacy@prontaprintwindsor.com](mailto:privacy@prontaprintwindsor.com) .

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Us at the address at the top of this privacy policy.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Last updated 1 Nov 2016