



Privacy statement

## **Privacy Policy (GDPR compliant)**

At Barrett Print, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [sadie@barrettprint.com](mailto:sadie@barrettprint.com) or in writing to Barrett Print, 41b Singlewell Road, Gravesend, Kent DA11 7PN. Alternatively, you can telephone 01474 564738.

### **Who are we?**

We're Barrett Print (officially Barrett Print for Schools Ltd), a small family print business, providing high quality litho and digital print to businesses & schools. Barrett Print for Schools Ltd is registered in England & Wales company no. 8195456. The registered address is Unit 10, Canal Industrial Park, Canal Road, Gravesend, Kent DA12 2PN.

### **How do we collect information from you?**

We obtain information about you when you use our website, for example, when you contact us about products and services.

### **What type of information is collected from you?**

The personal information we collect might include your name, address, email address, IP address, and information regarding what pages are accessed and when.

### **Why we collect your information**

When you visit our website we collect standard internet log information that helps us to analyse details, such as number of visitors to the site and patterns in visitor behaviour, which enable us to improve the user experience. We collect this information in a way that does not identify anyone.

If you visit certain areas of this site you may be asked to provide us with personal data, such as names, addresses, telephone and fax numbers and/or email addresses. We will make it clear when we collect personal information and will explain what we intend to do with it.

### **How is your information used?**

We may use your information to:

- process orders that you have submitted;
- to carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments on the services we provide;
- send you communications which you have requested and that may be of interest to you. These may include information about promotions of our goods and services;

### **Retention of Data**

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us. Once this contract is ended and you are no longer a customer, your records will be deleted in their entirety, assuming no legal reason not to do so.

All data that we retain is protected in accordance with best industry practice, including password protection, data encryption and firewalls.

### **Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example send you mailings or when you purchase one of our products or services). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

### **Your choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about the work we do and our exciting products and services, then you can select your choices by ticking the relevant boxes situated on the form on which we collect your information.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by contacting us by email: [sadie@barrettprint.com](mailto:sadie@barrettprint.com) or telephone on 01474 564738.

### **How you can access and update your information**

The accuracy of your information is important to us. We're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: [sadie@barrettprint.com](mailto:sadie@barrettprint.com) or write to us at: Barrett Print, 41b Singlewell Road, Gravesend, Kent DA11 7PN. Alternatively, you can call 01474 564738.

You have the right to ask for a copy of the information Barrett Print hold about you. If you require this information, please email us at: [sadie@barrettprint.com](mailto:sadie@barrettprint.com) or write to us at: Barrett Print, 41b Singlewell Road, Gravesend, Kent DA11 7PN. Alternatively, you can call 01474 564738. We will respond within 30 days.

If you feel that the way we are handling or using your data is causing you damage or distress or if you have any other complaints please contact us at: [sadie@barrettprint.com](mailto:sadie@barrettprint.com) or write to us at: 41b Singlewell Road, Gravesend, Kent DA11 7PN and we will endeavour to rectify the situation. Alternatively, you can call 01474 564738.

Finally, if you no longer wish to hear from us, then please contact us at: [sadie@barrettprint.com](mailto:sadie@barrettprint.com) or write to us at: Barrett Print, 41b Singlewell Road, Gravesend, Kent DA11 7PN and we will endeavour to rectify the situation. Alternatively, you can call 01474 564738.

Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information (such as credit or debit card details) is encrypted and protected with an SSL (Secure Sockets Layer) certificate. When you are on a secure page, a lock icon will appear on the bottom of web browsers such as Microsoft Internet Explorer.

### **Profiling**

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud and credit risk.

### **Use of 'cookies'**

Like many other websites, the Barrett Print website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

### **Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

### **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.