

Leaflet Distribution Policy

Scam Awareness & Fraud Education CIC

(Trading as "S.A.F.E.")

Last Updated: 16/05/2025

1. Purpose

This policy outlines the procedures and safeguards in place for the secure handling, storage, and distribution of leaflets for Scam Awareness & Fraud Education CIC (Trading as "S.A.F.E."). Our goal is to ensure that all personal information collected for the purpose of postal distribution is handled in compliance with GDPR and securely managed throughout the process.

2. Collection of Personal Information

Personal information, including names and postal addresses, is collected through the S.A.F.E. official website via a secure form submission. All data is handled in accordance with our Privacy Policy and GDPR regulations.

- Data is collected through HTTPS encrypted forms.
 - Personal details are verified for completeness and accuracy before processing.
 - All consent for communication and data handling is obtained at the point of submission.
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3. Address Verification

To minimise the risk of mis delivery:

- Addresses submitted are cross-checked for completeness and format accuracy.
 - In cases of suspected errors, manual verification is conducted before dispatch.
 - If required, a third-party address verification service may be used to confirm address accuracy.
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4. Leaflet Storage and Security

Leaflets awaiting postal distribution are stored securely:

- Leaflets are kept in a locked and secure location, accessible only by authorised personnel.
 - If physical addresses are written or printed on envelopes, they are handled with care to prevent unauthorised access.
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5. Postal Distribution

When sending leaflets:

- All leaflets are sent in secure envelopes
 - A Return to Sender address is included on each envelope to handle mis deliveries effectively.
 - Bulk dispatches are tracked where applicable for security and confirmation of delivery.
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6. Return and Disposal Procedures

In the event that leaflets are returned due to incorrect addresses:

- They are securely handled and checked against the original submission.
 - Incorrect or outdated information is securely disposed of in accordance with our Data Disposal Policy.
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7. Review and Updates

This policy is reviewed annually or upon significant changes to the distribution process.

For any questions or concerns regarding this policy, please contact us at gdpr@becomecybersafe.org