

# Mail and Print GDPR Statement

## Mail and Print GDPR Statement

Mail and Print A Division of Printing Data Limited was formed in 2002 and has many years' experience as both a data Controller and Processor. Mail and Print A Division of Printing Data Limited is a company registered in England and Wales, with the company number 4615650. Mail and Print A Division of Printing Data Limited formally trades in the UK as Mail and Print.

## How will Mail and Print comply with the GDPR?

Mail and Print recognises the GDPR and the impact this has on our business, it also recognises the focus that the GDPR puts on the rights of the individual and the requirement to be transparent with our use of data.

Our GDPR preparation started in August 2017 and as part of this process we are reviewing (and updating where necessary) all our internal processes, procedures and documentation to ensure that we are ready when GDPR comes into force in May 2018.

## Our GDPR Principles are:

- Data is processed fairly and lawfully
- Data is processed only for specified and lawful purposes
- Processed data is adequate, relevant and not excessive
- Processed data is accurate and , where necessary, kept up to date
- Data is not kept longer than necessary
- Data is processed in accordance with an individuals consent and rights
- Data is kept secure
- Data is not transferred to countries outside of the European Economic Area ("EEA") without adequate protection.

## Our work as a Processor:

As well as being a Data Controller, Mail and Print act as a processor for our customers. Where we are acting as a processor our additional GDPR principles are:

- Only act on the written instructions of the controller
- Ensure that people processing the data are subject to a duty of confidence
- Take appropriate measures to ensure the security of processing
- Only engage sub-processors with the prior consent of the controller and under a written contract

Alongside these principles we will, where it is applicable and reasonable to do so, assist the data controllers to meet with its obligations under the GDPR.


## **Final Statements**

Mail and Print adhere to stringent processes for ensuring that the above principles are upheld and that our data and our customers data is secure.

All of our websites are https, our FTP servers are SFTP, and our email is fully encryption enabled, we also have several methods of secure file transfer

Mail and Print also processes personal data to comply with the eight principles of the UK Data Protection Act 1998.

Yours sincerely



Martyn Harvey

**Managing Director**

**Mail & Print**