

OUR PRIVACY POLICY

CDOC Ltd T/a Cambridge Print Solutions understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits this website, www.cambridgeprintsolutions.co.uk (“Our Site”) or contacts us via email and will only collect and use personal data in ways that are described here, and in a manner that is consistent with Our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon your first use of Our Site and services. Under the terms of the GDPR, we are required to explain to you how we will treat any personal and/or private data which we collect from you.

1. Definitions and Interpretation

In this Policy, the following terms shall have the following meanings:

“Personal data”	<p>means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data.</p> <p>In this case, it means personal data that you give to Us via Our Site, email or telephone. This definition shall, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection Regulation (“GDPR”)</p>
“We/Us/Our”	<p>means CDOC Ltd, a limited company registered in England under company number 4826566, whose registered address is Unit 1, Cambridge House, Camboro Business Park, Oakington Road, Girton, Cambridge CB3 0QH</p> <p>Our trading address is: 1 Ronald Rolph Court, Wadloes Road, Cambridge CB5 8PX Tel: 01223 242000</p>

2. Information About Us

2.1 Our trading address is: 1 Ronald Rolph Court, Wadloes Road, Cambridge CB5 8PX

2.2 Our VAT no: 665 5475 02

2.3 Our web site is hosted by: Wix.com, Inc

2.4 Your files can be uploaded/downloaded via: ‘We Transfer’, Dropbox ‘Hightail’

3. What Does This Policy Cover?

This Privacy Policy applies only to your use of our website and services. Our website may contain links to other websites. Please note that We have no control over how your data is collected, stored, or used by other websites and We advise you to check the privacy policies of any such websites before providing any data to them.

4. Your Rights

4.1 As a data subject, you have the following rights under the GDPR, which this Policy and Our use of personal data have been designed to uphold:

- 4.1.1 The right to be informed about Our collection and use of personal data;
- 4.1.2 The right of access to the personal data We hold about you (see section 12);
- 4.1.3 The right to rectification if any personal data We hold about you is inaccurate or incomplete (please contact Us using the details in section 13);
- 4.1.4 The right to be forgotten – i.e. the right to ask Us to delete any personal data We hold about you, please contact Us using the details in section 13;
- 4.1.5 The right to restrict (i.e. prevent) the processing of your personal data;
- 4.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
- 4.1.7 The right to object to Us using your personal data for particular purposes; and
- 4.1.8 Rights with respect to automated decision making and profiling.

4.2 If you have any cause for complaint about Our use of your personal data, please contact Us using the details provided in section 13 and We will do Our best to solve the problem for you. If We are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.

4.3 For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

5. What Data Do We Collect?

Depending upon your use of our services, We may collect some or all of the following personal and non-personal data:

- 5.1 name;
- 5.2 business/company name
- 5.3 job title;
- 5.4 profession;
- 5.5 contact information such as email addresses and telephone numbers;
- 5.6 demographic information such as post code;
- 5.7 financial information such as credit / debit card numbers and bank account details;

6. How Do We Use Your Data?

6.1 All personal data is processed and stored securely. We will comply with Our obligations and always safeguard your rights under the GDPR. For more details on security see section 7, below.

6.2 Our use of your personal data will always have a lawful basis, either because it is necessary for Our performance of a contract with you, because you have enquired or consented to Our use of your personal and/or business data (e.g. by email), or because it is in Our legitimate interests. Specifically, we may use your data for the following purposes:

- 6.2.1 Supplying Our products to you (please note that We require your personal and/or business data in order to enter into a contract with you);
- 6.2.2 Personalising and tailoring Our products for you ahead of your event presentation.
- 6.2.3 Replying to emails from you.

6.3 With your permission and/or where permitted by law, We may also use your data for marketing purposes which may include contacting you by email and/or telephone and/or post with information, news, and offers on Our products. We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that We fully protect your rights.

6.4 You have the right to withdraw your consent to Us using your personal data at any time, and to request that We delete it.

7. How and Where Do We Store Your Data?

7.1 The majority of your data will be stored on our secure server system. You are deemed to accept and agree to this by using Our Site and services submitting information to Us. We will take all reasonable steps to ensure that your data is treated as safely and securely under the GDPR.

7.1.1 Your data is held in the following places: Outlook, [Microsoft](#) Windows and [Apple](#) Mac desktop computers. Please refer to manufacture's websites for their full privacy policies.

7.2 Data security is very important to Us, and to protect your data We have taken suitable measures to safeguard and secure data collected through Our Site.

7.3 Steps We take to secure and protect your data include:

7.3.1 Using appropriate technical and organisational steps and will store it on our database within a secure network.

7.3.2 To protect against any data breaches, antivirus and malware protection is installed onto all machines.

8. Do We Share Your Data?

8.1 Subject to section 8.2, We will not share any of your data with any third parties for any purposes.

8.2 In certain circumstances, we may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal obligations, a court order, or a governmental authority.

9. What Happens If Our Business Changes Hands?

9.1 We may, from time to time, expand or reduce Our business and this may involve the sale and/or the transfer of control of all or part of Our business. Any personal data that you have provided will, where it is relevant to any part of Our business that is being transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use that data only for the same purposes for which it was originally collected by Us.

9.2 In the event that any of your data is to be transferred in such a manner, you will be contacted in advance and informed of the changes. When contacted you will be given the choice to have your data deleted or withheld from the new owner or controller.

10. How Can You Control Your Data?

10.1 In addition to your rights under the GDPR, set out in section 4, when you submit personal data via Our Site, you may be given options to restrict Our use of your data. In particular, We aim to give you strong controls on Our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from Us which you may do by unsubscribing using the links provided in Our emails and at the point of providing your details).

11. Your Right to Withhold Information

You may access Our Site without providing any data at all. However, to submit an enquiry on Our Site you may be required to submit or allow for the collection of certain data.

12. How Can You Access Your Data?

You have the right to ask for a copy of any of your personal data held by Us (where such data is held). Under the GDPR. Please contact Us for more details at info@cambridgeprintsolutions.co.uk or using the contact details below in section 13.

13. Contacting Us

If you have any questions about Our Site or this Privacy Policy, please contact Us by email at info@cambridgeprintsolutions.co.uk by telephone on 01223 242000, or by post at CDOC Ltd, T/a Cambridge Print Solutions, 1 Ronald Rolph Court, Wadloes Road, Cambridge, CB5 8PX. Please ensure that your query is clear, particularly if it is a request for information about the data, we hold about you (as under section 12, above).

14. Changes to Our Privacy Policy

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Our Site, and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up to date.