

## REAL PRINT MANAGEMENT LTD PRIVACY STATEMENT

All information provided to Real Print Management Ltd will be held securely and processed in accordance with the General Data Protection Regulation (GDPR).

### **Processing of data for legitimate business interests**

To enable us to undertake work as instructed, we may need to share your information with our service providers, associated organisations and agents. Only relevant information shall be passed to these external organisations and we will never pass your information to third parties outside of this remit. Any data provided to these third parties will be used solely for the purpose of undertaking the operations for which they are intended, and does not permit the third parties to contact you in respect of anything else.

It may also be necessary for us to contact you with important updates regarding operational processes which may be relevant to your business with us.

### **Commercial clients and contacts (*excluding sole traders, partnerships and individuals*)**

As a valued contact of Real Print Management Ltd, we produce regular email newsletters that we feel may be of interest to you and of benefit to your organisation. These focus on industry and technology updates, tips and advice on print projects and a showcase of recent client campaigns. You can unsubscribe from this list at any time via the 'Unsubscribe' button on the email campaigns, or, if you do not wish to receive such correspondence, please email us with the subject header 'Unsubscribe me' to [info@realprintmanagement.co.uk](mailto:info@realprintmanagement.co.uk)

### **All other clients and contacts**

As a valued contact of Real Print Management Ltd, we produce regular email newsletters that we feel may be of interest to you and of benefit to your organisation. These focus on industry and technology updates, tips and advice on print projects and a showcase of recent client campaigns. If you wish to receive such correspondence, please email [info@realprintmanagement.co.uk](mailto:info@realprintmanagement.co.uk) or alternatively you can subscribe to our newsletters via our website (you can unsubscribe from this list at any time via the 'Unsubscribe' button on the email campaigns).

### **Personal data records**

If you wish to receive a record of your personal information that we hold on file, please email your request, with the subject header 'GDPR Information Request' to [info@realprintmanagement.co.uk](mailto:info@realprintmanagement.co.uk) or by telephoning us on 01793 838800. We will provide you with any relevant information within 30 days of your request.

To rectify or update any details that we hold at any time, please email details of the amendments to be made to [info@realprintmanagement.co.uk](mailto:info@realprintmanagement.co.uk) or telephone 01793 838800.

Any data that we hold will be stored securely throughout the period of your contract with us and thereafter, on our management information system, unless notified otherwise.

If you have any further questions about our services or the way in which we process the data you provide us, please write to the Managing Director. Should you feel that your concerns or any enquiry regarding your personal data have not been handled sufficiently by ourselves, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

**Contact Details**

Mark Gray  
Managing Director  
Real Print Management Limited  
The Pigeon House  
Pigeon House Lane  
Stratton St Margaret  
Swindon  
Wiltshire  
SN3 4QH

Tel: 01793 838800

Email: [mark@realprintmanagement.co.uk](mailto:mark@realprintmanagement.co.uk)

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545745

Website: <https://ico.org.uk>