



## Privacy Policy

Cotswold Letterpress Ltd  
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Web: [www.cotswoldletterpress.co.uk](http://www.cotswoldletterpress.co.uk)

Company Registration no. 09440317

### Data Collection

Cotswold Letterpress store to contact data of businesses and individuals who order printing. The data is collected either by filling in details on the website [www.cotswoldletterpress.co.uk](http://www.cotswoldletterpress.co.uk), by telephone, email and when customers visit our premises. This data is only used to contact the customer during the proofing of the printing, for delivery and to invoice for payment.

We do not sell business or personal data, or sell or share our database contacts as mailing lists. We do not buy business or personal data or mailing lists from third parties.

The data is held within the UK.

Under the General Data Protection Regulation (GDPR) the lawful bases we rely on for processing this information outside of consent. That is, it processes personal data without consent as it only uses it as a **contract with the individual** to supply goods and services which constitutes compliance with a **legal obligation** with genuine and **legitimate reason**.

### Email and telephone policy

If you send us an email or provide us with an email address or telephone number in correspondence, we'll only use your email address to reply to you or contact you about the work in question.

**We won't spam you, and we won't help anyone else do that either.**

We don't send out newsletters or special offer emails.

### Data protection enquiries

It is your right to contact the designated Data Controller at Cotswold Letterpress to request information about how and why your data is being used.

For subject access requests and enquiries about data protection please contact us