

This Privacy Policy sets out the data processing practices carried out through the use of the Internet and any other electronic communications networks by Rapid Mailing . If you have any requests concerning your personal information or any queries with regard to these practices please contact Andrew Cox at [PRIVACY@rapidmailing.org.uk](mailto:PRIVACY@rapidmailing.org.uk). Please note that all data thus captured will be used and held in accordance with the requirements of the Data Protection Act 1998.

### **Information collected**

We collect information from visitors to this website THROUGH THE USE OF EMAIL HYPERLINKS AND EVERY TIME YOU EMAIL US YOUR DETAILS].  
[WE COLLECT ADDITIONAL INFORMATION AUTOMATICALLY ABOUT YOUR VISIT TO OUR WEBSITE. PLEASE SEE OUR COOKIES POLICY FOR MORE DETAILS – [LINK TO COOKIES POLICY](#)]

### **Use of personal information**

We process personal information collected via this website for the purposes of:  
PROVIDING AND PERSONALISING OUR SERVICES  
DEALING WITH YOUR ENQUIRIES AND REQUESTS  
ADMINISTERING ORDERS AND ACCOUNTS RELATING TO OUR SUPPLIERS OR CUSTOMERS  
ADMINISTERING MEMBERSHIP RECORDS  
CRIME PREVENTION AND PROSECUTION OF OFFENDERS  
MAINTAINING INFORMATION AS A REFERENCE TOOL OR GENERAL RESOURCE  
TRADING IN PERSONAL INFORMATION (SELLING, HIRING OR EXCHANGING INFORMATION)  
CARRYING OUT MARKET RESEARCH CAMPAIGNS  
PROVIDING YOU WITH INFORMATION ABOUT PRODUCTS AND SERVICES

### **If using a data capture form**

We will send you information according to the preferences you submitted via our data capture form. If you would like to change these preferences at any point, please email US AT [PRIVACY@rapidmailing.org.uk](mailto:PRIVACY@rapidmailing.org.uk), or call us on 0208 667 1813. Alternatively you can also write to us at Rapid Mailing, 61 Imperial Way, Croydon, Surrey, CR0 4RR

### **Marketing**

Please note that your information may be used to send you details of those products or services that we offer that we have identified as likely to be of interest to you.

If at any point you would like to opt-out of receiving communications from us, or would like to change the channels (such as email or post) that we use to contact you, please contact Mark Smee by email [mark@rapidmailing.org.uk](mailto:mark@rapidmailing.org.uk) or by post to 61 Imperial Way, Croydon, Surrey, CR0 4RR

## **Disclosures**

WE WILL ONLY DISCLOSE DATA TO] OTHER COMPANIES WITHIN OUR GROUP OF COMPANIES, BUSINESS PARTNERS, GOVERNMENT BODIES AND LAW ENFORCEMENT AGENCIES UCESSORS IN TITL TO OUR BUSINESS AND SUPPLIERS WE ENGAGE TO PROCESS DATA ON YOUR BEHALF.

## **Other websites**

Our website may contain links to other websites that are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy, which may differ from ours.

## **Subject access requests**

You have the right to see what personal data we hold about you. To obtain a copy of the personal information we hold about you, please write to us at Rapid Mailing, 61 Imperial Way, Croydon, Surrey, CR0 4RR. PLEASE NOTE THAT WE RESERVE THE RIGHT TO CHARGE A FEE OF UP TO £50 FOR ANY SUCH REQUEST

## **Internet-based transfers**

Given that the Internet is a global environment, using it to collect and process personal data necessarily involves the transmission of data on an international basis. This means for instance that data you pass to us may be processed outside the European Economic Area, although the data will always be held securely and in line with the requirements of UK data protection legislation. By communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

## **Amendments**

Please note that this privacy policy is subject to change from time to time. It was last UPDATED in March 2013.

## **Use of cookies**

A cookie is a small piece of information sent by a web server to a web browser, which enables the server to collect information from the browser. Find out more about cookies on [www.allaboutcookies.org](http://www.allaboutcookies.org)

We use cookies to identify you when you visit this website and to keep track of your browsing patterns and build up a demographic profile.

Our use of cookies also allows registered users to be presented with a personalised version of the site, carry out transactions and have access to information about their account.

Most browsers will allow you to turn off cookies. If you want to know how to do this please look at the menu on your browser, or look at the instruction on [www.allaboutcookies.org](http://www.allaboutcookies.org)  
Please note however that turning off cookies will restrict your use of our website.