

Privacy Notice

Updated May 2018

City Screen Print Ltd (CSP Ltd) has created this privacy policy in order to demonstrate our firm commitment to protecting your privacy.

We may update this policy in the future and encourage you to check the policy from time to time to ensure you are happy with any changes.

Website

The following discloses our information gathering practices for this website: www.cityscreenprint.co.uk

CSP Ltd does not disclose visitor information to third parties.

Any information that you provide us with, whether it be business or personal information (such as your name or address), cannot be seen by third parties.

The information we do keep is stored on our own secure computer systems, not on a website.

This site may at times contain links to other sites. CSP Ltd is not responsible for the privacy practices or the content of such web sites.

CSP does not use Google Analytics or cookies on the website.

Information We Collect

We collect your information to provide a better service to our clients. For example; your name, email address, telephone number are information from you so we can contact you. We might ask you to send us your images/photos/artwork and all are treated as private and confidential.

We also collect customer information via credit account applications. This information is also treated as private and confidential.

How we use information we collect

The information we hold about you will only be used for our invoicing and administrative purposes. We'll keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately.

We do not take credit card payments.

We do not record calls.

Information Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we have. In particular:

Our computers are secure to prevent unauthorised access and to protect data from accidental loss.

We ensure business continuity and disaster recovery by completing data backups to a physical hard drive.

We do not take credit cards payments.

We do not record any telephone calls we make or receive.

Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

City Screen Print Ltd
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Neptune Close
Medway City Estate
Rochester
ME2 4LU

admin@cityscreenprint.co.uk

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.