

PRIVACY POLICY

PRIVACY STATEMENT

This privacy statement outlines how Mailing Guy uses and protects any information given when you interact with our organisation.

Mailing Guy Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, you can be assured that it will only be used in accordance with this privacy statement and personal impact assessment.

Mailing Guy may change this policy from time to time to keep in line with our ISO and new regulations by updating this page.

The policy version can be found in the footer.

Information that maybe collected:

- Name and job title
- Contact information including email address
- Demographic information such as postcode
- Training information including training certificates

What we do with the information we gather:

All the information we hold from job applicants, staff, contractors, supplier, clients and any other body we have contact with is kept for the purpose of communication with you or other persons linked to you with regards to fulfilling contracted job. We also hold this to be able to update you with changes, send invoices and any other information we feel will be relevant.

How we use cookies:

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Controlling your personal information:

Mailing Guy 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.

You may request details of personal information which we hold about you under the GDPR Data Protection Act 2018. If you would like to know what information held on file, please do so in writing to Mailing Guy Ltd, Unit 2 Thurrock Trade Park, Oliver Road, Grays, Essex RM20 3ED or call 01708 86 55 44 for further information.

