



DOC111 - Privacy Policy

Website Version

Reviewed by

Compliance Manager

CMS Corporate Mailing Solutions Ltd

Last Review Date

9th September 2024

CMS Corporate Mailing Solutions Privacy Policy

Our Contact Details

Name: CMS Corporate Mailing Solutions Limited

Address: Unit 4B, Chelmsford Road Industrial Estate, Dunmow, CM6 1HD

Phone Number: 0330 055 5350

E-mail: sales@cmsuk.com

The type of Personal Information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the Personal Information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Enquiry regarding the provision of solutions

We also receive personal information indirectly, from the following sources in the following scenarios:

- Information provided by our Clients in order to process in accordance with the requirements of the particular communications project.

We use the information that you have given us in order to discuss your/your Employers communications requirements.

We may share this information with only those who require lawful or regulatory access to the information, or for the purpose of project fulfilment, our suppliers to identify appropriate solutions.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent. You are able to remove your consent at any time. You can do this by contacting sales@cmsuk.com
- b) We have a contractual obligation.
- c) We have a legal obligation.
- d) We have a vital interest.
- e) We need it to perform a public task.
- f) We have a legitimate interest.

How we store your Personal Information

Your information is securely stored.

We keep Personal identifiers received via the Contact Us form indefinitely. We will dispose of your information by request within 30 days of receipt of written request.

Your Data Protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at sales@cmsuk.com, 0330 055 5350 and or CMS Ltd, Unit 4B, Chelmsford Road Industrial Estate, Dunmow, Essex, CM6 1HD if you wish to make a request..

How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Compliance Manager, CMS Ltd, Unit 4B, Chelmsford Road Industrial Estate, Dunmow, Essex, CM6 1HD.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>