

Privacy Notice (How we use your information)

The categories of customer information that we collect, and hold include:

- Personal information: - name, telephone/fax number, address, email address

Why we collect and use this information

We use this data:

- to enable us to process and despatch your orders

The lawful basis on which we use this information

We collect and use customer information under Article 6 (1) (b) **Contract** of the GDPR.

Collecting customer information

The information you provide to us is mandatory for us to provide our services.

Storing customer data

Due to the nature of our business and the expense involved of creating initial artwork we hold customer data until we are asked to remove it.

Who we share customer information with

We routinely share customer information with:

- Royal mail
- National carriers

Why we share customer information

We must share customer details with delivery companies to get your order to you.

Data collection requirements:

To find out more about the data collection requirements placed on us by the ICO go to <https://ico.org.uk/>

Requesting access to your personal data

Under data protection legislation, customers have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your full records, contact info@bluecode.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the General Data Protection Regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

info@bluecode.co.uk