



# PRIVACY POLICY

PLEASE READ BEFORE USING ALL DOCMAIL  
PRINT AND POST SERVICES

ISSUED 09/2015

TELEPHONE. 01761 409701 / 409702  
EMAIL. [DOCMAILSUPPORT@CFH.COM](mailto:DOCMAILSUPPORT@CFH.COM)



It is our intention to keep all of your personal information, and that of the people on any lists that you upload to our servers, private.

We will make all reasonable efforts to ensure that privacy.

We will treat any data that we receive from you as confidential and we will not use or disclose your data except as is necessary to complete your mailing.

We will not release any of your information to a third party except where required to by law, or, under certain circumstances, where that information is already in the public domain.

We may write a 'cookie' to your local computer disk drive in order to help us to recognise you on future visits. We will not pass on any information gained from this to a third party except as above.

From time to time our staff may need to access your account in order to carry out maintenance procedures.

We will utilise recognised 'best practice' security features to protect your data and maintain our ISMS27001:2013 data security registration to ensure that this continues to be the case.

We will not transfer any of your data outside of the European Economic Area except where permitted by Data Legislation.

We will only hold on to your data for as long as is necessary to complete your mailing. In any event we will delete all of the data you have provided to us after 30 days.

We will maintain registration with the Data Protection Registrar and comply with the Data Protection Act 1998 in particular with the obligations set out in the seventh principle of Schedule 1 Part 2 of the Data Protection Act 1998.

We will not be liable for any loss of or damage to data we hold on your behalf as long as that damage or loss results from an event beyond our reasonable control, where we are liable for loss or damage to data our liability will be limited to direct financial loss.



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