

# Morecambe Press Ltd. Privacy Policy

## Statement of intent.

When you supply any personal information to "Morecambe Press Ltd." we have legal obligations under the Data Protection Act 1998 in the way we deal with that information. In particular, we must: -

- Keep the information secure.

We are committed to protecting your privacy. Whenever you provide "personal information" we will treat your information in accordance with this privacy policy, and in accordance with the Data Protection Act 1998.

## Information we collect from you.

When you contact us or use our services, "Morecambe Press Ltd." will receive personal information about you, such as your: -

- Name and your business name,
- Email address,
- Postal address,
- Telephone and/or mobile number,
- Bank account information from Direct Payment Information received by our bank.
- Information which uniquely identifies you.

## How we use your information.

We use your information in a number of ways, such as: -

- Sending you information about "Morecambe Press Ltd."
- Billing you,
- Sending you our newsletters electronically or by post,
- Communicating with you on Social Media sites,
- Responding to correspondence you have sent to us.
- Sending you quotations for printing and other services,
- Communicating with our suppliers about your logos/artwork etc.

## Disclosure of information.

We will keep your "personal information" confidential, and will not supply it to any third party without your consent, other than our suppliers except in cases where we believe that the law requires us to do so, or it is necessary to protect "Morecambe Press's" rights and/or property.

If we use third parties to process your information on our behalf (for example, to create logos, artwork, printing plates, to send out mailings, or deliver to you), we require them to keep your information secure and they are forbidden to use it for their own business purposes.

Some of our suppliers or the services they provide may originate from outside Europe, such as the United States, and by providing personal information to us; you consent to your information being processed on our behalf in other locations.

The information that you supply will be held within the European Union and will not be wholly transferred to another location without your prior knowledge.

### **Third party websites.**

Our website may contain links to third party websites. This policy only applies to the "Morecambe Press Ltd." website(s), so if you follow a link to a third party site, please make sure you read their Privacy Policy before submitting information to that site as we are not responsible for information that they collect or how they use it. By clicking any link shown on our website which takes you to another website you agree that "Morecambe Press Ltd." is not responsible for the content or operation of such websites, and that "Morecambe Press Ltd." shall have no liability to you or any other person or entity for the content of third party websites. A hyperlink from our website to another website does not imply or mean that "Morecambe Press Ltd." endorses the content on that website or the operator of that site. You are solely responsible for determining the extent to which you may use any content on any websites to which you link from "Morecambe Press Ltd." website.