

PRIVACY POLICY

Who are we?

Buxton Press Limited is one of the foremost sheet-fed printing companies operating in the UK whose registered office is at Palace Road, Buxton, Derbyshire SK17 6AE, UK (Company Registration Number: 662586). Our website address is: <http://wordpress.buxtonpress.com>.

Statement of intent

We aim to process information about you fairly and in a transparent manner and the aim of this Privacy Policy is to explain what personal information we collect about you; how we use it and why we need it when you use our services and our website.

Whenever you provide personal information, we will treat that information strictly in accordance with this policy and ensure that all personal data supplied is held securely in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679 which is a regulation in EU law on data protection and privacy for all individuals within the European Union.

Please note, our Privacy Policy only applies to our website, <http://www.buxtonpress.com> so when you link to other websites please ensure you read their privacy policies.

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website so these websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website

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What information do we collect about you?

Buxton Press will request basic personal information from you:

- when you express an interest in working with us, for example when you request a quotation – in person, by phone, email or submitting a request via our website;
- in the course of offering, administering, ordering and providing our products or services to you;
- when considering offering you trade credit terms; and
- when you register your details with us for the purposes of our keeping you informed of our services, news and information which we think may be of interest – including by email or post – where you have given us permission to do so

We will also collect information should you voluntarily complete customer surveys on behalf of Buxton Press Limited and / or provide any feedback to us.

All information collected is used for specific purposes and on specific legal bases and we will endeavour to collect only the personal information required for those purposes. When data has fulfilled its purpose, it will be deleted or anonymised as appropriate within a specified time frame.

Website usage information is collected by "cookies" which may be used to monitor customer traffic patterns and to help us to develop and improve the design and layout of our website. By visiting our website and submitting your information to us, for example by filling in a request for us to contact you, you consent to the practices as described.

For further information regarding our use of cookies, please see information on Cookies below and also our separate Cookie Policy.

How will we use the information we collect about you?

Buxton Press Limited will use the information about you to process any enquiries you make; process your orders; manage your deliveries; manage your day-to-day account; consider offering trade credit terms and, if you agree to us doing so, to email you about the services we provide which we think may be either of interest to you or useful for you.

Will we share your information?

The information you provide to Buxton Press Limited is for the sole use of Buxton Press Limited.

We will not share your personal information to any third parties for marketing or other purposes and will take all reasonable steps to maintain the security, integrity and privacy of any information provided to us during the course of your visit to our website, any on-line publications or during the course of any transactions.

Should you wish to apply for a trade credit account, however, we may share your information with and obtain information about you from credit reference agencies and fraud prevention agencies.

We will not transfer personal data outside of the European Economic Area (EEA) unless you have given us written consent to do so and only then to certain countries that are recognised as having an adequate level of protection with appropriate safeguards in place,

Marketing

From time to time we would like to send you information about our products and services which may be of interest to you or information which may be relevant to your trading account with us.

If you have consented to receive emailed marketing communications from us, you have a right at any time to stop us from contacting you and may opt out at any time.

Similarly, if you have unsubscribed, you may opt back in at any time – please let us know and we will amend our records accordingly. For marketing purposes:

- if you no longer wish to be contacted: [Click here to unsubscribe](#)
- If you wish to opt in, please email: lindsayfrost@buxtonpress.com who will contact you directly to confirm receipt

Access to your personal information

- How long we retain your data - If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can request to see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

- What rights you have over your data - If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.
- Where we send your data - Visitor comments may be checked through an automated spam detection service.
- Access to your personal information and correction - You have the right to request a copy of the information that we hold about you.

If you would like a copy of some or all of your personal information, please email or write to us at the following address: Personal Data Request, Buxton Press Limited, Palace Road, Buxton, Derbyshire SK17 6AE

There is normally no charge for this service but we reserve the right to make a small charge should the request for information be deemed excessive.

Amending your personal information

We are keen to ensure that the personal information we have on record is accurate and up to date. You may ask us to correct, update, block or erase inaccurate information at any time.

If you would us to amend our records, please email or write to us at the following address: Personal Data Amend, Buxton Press Limited, Palace Road, Buxton, Derbyshire SK17 6AE

Deleting your personal information

Should you wish us to delete the personal information that we hold about you, please let us know and we will amend our records accordingly. Please write to us at the following address:

Personal Data Deletion, Buxton Press Limited, Palace Road, Buxton, Derbyshire, SK17 6AE

Transferring your personal information

You have the right to receive any personal data you have provided to Buxton Press Limited in order to transfer it to another data controller where the processing is based on consent and is carried out by automated means known as a data portability request. Please write to us at the following address:

Personal Data Transfer, Buxton Press Limited, Palace Road, Buxton, Derbyshire, SK17 6AE

Cookies

A cookie is a small file containing an identifier consisting of a string of letters and numbers that is used to record specific pieces of information. Cookies are sent by a web server to a web browser and are stored by the browser and are typically used to collect standard internet log information and visitor behaviour information.

This information is used to track visitor use of the website and to compile statistical reports on website activity.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. This may mean some of our website features may not function as a result.

Please see our separate "Cookie Policy" for further information or visit www.aboutcookies.org or www.allaboutcookies.org for further information.

Permission to use the website

If you are aged 16 or under, please obtain permission from your parent or guardian before using our website and / or providing any personal information to Buxton Press Limited via our website. Users without written consent are not allowed to provide us with personal information.

Security

Buxton Press will endeavour to take all reasonable steps to protect your personal data but cannot guarantee the security of any data you disclose on-line. You accept the inherent security implications of sending information over the internet and will not hold us responsible for any breach of security unless we have been negligent.

Changes to our Privacy Policy

Our Privacy Policy is regularly reviewed and Buxton Press Limited reserves the right to update and or modify its Privacy Policy at any time so we recommend you check our website periodically where any amendments will be posted to ensure that you are happy with any changes made.

Consent

By using our services and our website, you consent to the use of any information provided by you, collected from you, or based upon collected personal information supplied by you to Buxton Press Limited for the purposes described in this Privacy Policy.

You have a right to withdraw your consent at any time for any of the processing activities that are based on your consent by unsubscribing: [Click here to unsubscribe](#)

or by contacting us in writing: Withdrawal of Consent, Buxton Press Limited, Palace Road, Buxton, Derbyshire, SK17 6AE

How to contact us

If you have any questions about our Privacy Policy or our treatment of your personal information or require any further information about the personal data we hold about you, please don't hesitate to contact us directly, by writing to us at: Privacy Policy, Buxton Press Limited, Palace Road, Buxton, Derbyshire, SK17 6AE or telephoning 01298 21 2000.