

# More Information- Data Collected, Reason, Storage of Data & Retention Periods

## Quote Form

- The personal data we will collect from you via this method will be your name and email address.
- The reason for collecting this data is so that we can see who has requested a quote of our products, contact you to confirm we have received the quote information and answer any queries/questions you may have in regards to the quote in reference.
- The people who have access to this data are the Pre-Press Team, they will use this for the reason stated above. Some of our third parties may have access to this, please see our Third Parties document for more information on this.
- The basis for processing this data under the GDPR is Consent combined with Legitimate Interest.
- This data is stored in a UK (London based) Data Center that has the following certifications:  
*ISO 27001*  
*PCI DSS Level 1*  
*Soc 1 & Soc 2*  
*CSA*  
Also stored and processed via a secure email server; Gmail.
- The **Retention Period** for your personal data received through this method is:
  - Deleted after the quote has been turned into an order and/or;
  - Deleted after 60 days of quote request and/or;
  - On Request

## Order Form

- The personal data we will collect from you via this method will be your name, Address (delivery & billing), Phone Number, Email Address and Organisation.
- The reason for collecting this data is so that we can carry out your order, deliver the goods/product to you, contact you if anything arises or to confirm details, give you delivery notifications on your product.
- The people who have access to this data are the Pre-Press Team, Accounts Team and Delivery Team. This data is also passed on to third parties for the reason stated above. Please see our Third Parties document for more information about our third party companies.
- The basis for processing this data under the GDPR is Contract.
- This data is stored in a UK (London based) Data Center that has the following certifications:  
*ISO 27001*

*PCI DSS Level 1  
Soc 1 & Soc 2  
CSA*

Also stored and processed on a local secure server via Microsoft Accounting and a secure email server: Gmail.

- The **Retention Period** for your personal data received through this method is:
  - On Request and/or;
  - 6 years since latest order plus current year.

## Contact Form

- The personal data we will collect from you via this method will be your name, email address and phone number.
- The reason for collecting this data is so that we can answer any queries you may have.
- The people who have access to this data are the Pre-Press Team, they will use this data for the reasons stated above. Some of our third parties may have access to this, please refer to our Third Parties Document.
- The basis for processing this data under the GDPR is Legitimate Interest.
- This data is stored in a UK (London based) Data Center that has the following certifications:
  - ISO 27001*
  - PCI DSS Level 1*
  - Soc 1 & Soc 2*
  - CSA*Also stored and processed via a secure email server; Gmail.
- The **Retention Period** for your persona data received through this method is:
  - On Request and/or;
  - 6 years since latest enquiry plus current year

## Account Sign Up

- The personal data we will collect from you via this method will be your name, email address and profession.
- The reason for collecting this data is so that you can retrieve quote and order and change your details, contact you about your quotes and orders, contact you about our product relevant to your profession and previously ordered products.
- The people who will have access to this data are the Pre-Press Team, Accounts Team and Marketing Team. This information may also be passed on to our third party companies for the reasons stated above. Please refer to our Third Parties document.
- The basis for processing this data under the GDPR is Consent.
- This data is stored in a UK (London based) Data Center that has the following certifications:
  - ISO 27001*
  - PCI DSS Level 1*

Soc 1 & Soc 2

CSA

Also stored and processed via a secure email server; Gmail, secure data centre: GoogleDocs, Encrypted and secure cloud storage server: GoogleDrive and Secure Mailing Service: Mailchimp (only used for marketing purposes)

- The **Retention Period** for your personal data received through this method is:
  - On Request and/or;
  - 6 Years since creating and being active on the account plus current year.

## Newsletter Subscription

- The personal data we will collect from you via this method will be your name and email address.
- The reason for collecting this data is so that we can keep you up-to-date with what is happening within ImprintDigital.com. This may include information about offers, deals, recent business news, competitions and fundraising activities/events.
- The people who will have access to this data are the Marketing Team, who will use this data for the reasons stated above. This data may also be passed on to our third party companies, please see our Third Parties document.
- The basis for processing this data under the GDPR is Consent.
- This data is stored and processed via a secure Mailing service: MailChimp, secure data centre: GoogleDocs and a encrypted and secure cloud storage server: GoogleDrive.
- The **Retention Period** for your personal data received through this method is:
  - On Request

## File Upload via Hightail

- The personal data we collect from you via this method will be your name and email address.
- The reason for collecting this data is so that we can allow you to upload large files securely and efficiently and to contact you via email about your uploaded files.
- The people who will have access to this are the Pre-Press Team, they will use this data for the reasons stated above.
- The basis for processing this data under the GDPR is Legitimate Interest.
- This data is stored and processed via an encrypted and secure file sharing service: Hightail and a secure email server; Gmail.
- The **Retention Period** for your personal data received through this method is:
  - Deleted after files have been processed and order has been complete.
  - On Request

## Payment

- The personal data we collect from you via this method will be your name, billing address, phone number, email address and card details (card number, expiry date, security code, name on card)
- The reason for collecting this data is so that we can process your payment for the goods/products/services with have provided.
- The people who will have access to this are the Accounts Team, they will use this data for the reason stated above. Some of our third party companies will have access to this data for the reason stated above.
- The basis for processing this data under GDPR is Contract.
- This data is processed via encrypted and secure payment services: SagePay and Paypal.
- The **Retention Period** for your personal data received through this method does not apply as we do not hold any of your personal data.

Third Party document can be found 'Who Has Access To Your Information?' section on our Privacy Policy.