

# FROM DESIGN TO PRINT TO MAILING

## **UK GDPR Privacy Statement**

#### 1. Introduction

Trio Offset Limited is committed to protecting and respecting your privacy. This Privacy Statement explains how we collect, use, disclose, and safeguard your personal data when you visit our website, interact with us, or use our services, in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

#### 2. Data We Collect

We may collect and process the following types of personal data:

- Contact Information: such as name, email address, phone number.
- Usage Data: information about how you use our website and services.

### 3. Purpose of Data Collection

We use your personal data for the following purposes:

- To provide, operate, and maintain our website and services.
- To communicate with you, including responding to your inquiries and sending you updates.
- To improve our website, services, and customer experience.
- To comply with legal obligations and protect our rights.

#### 4. Legal Basis for Processing

Under the UK GDPR, we process your personal data based on the following legal grounds:

- Consent: where you have given your explicit consent for us to process your data.
- Contractual Necessity: to fulfill a contract with you or take steps at your request before entering into such a contract.
- Legitimate Interests: where it is necessary for our legitimate interests (e.g., improving our services) and these interests are not overridden by your rights and freedoms.
- Legal Obligation: to comply with legal requirements.

#### 5. Data Sharing:

It is our strict policy not to pass on any personal information to third parties for commercial or sales and marketing purposes.

#### 6. Security

We implement appropriate technical and organisational measures to protect your personal data against unauthorised access, disclosure, alteration, and destruction.

#### 7. Changes to This Statement

We may update this Privacy Statement from time to time. Any changes will be posted on this page with an updated effective date.

#### 8. Contact Us

If you have any questions or concerns about this Privacy Statement or our data practices, please contact us at:

Trio Offset Limited 44 Wates Way Mitcham Surrey CR4 4HR Tel: 0208 640 7983 www.triooffset.co.uk

