



## **Adams Publishing Ltd Privacy Policy**

When we do business with you, or talk about the possibility, we may need to ask for some Personal Data, although this is usually restricted to contact information, such as name, address, phone number and email address.

The Lawful Basis for holding your Personal Data is that there is a contract for services between us, or you have asked us for a quote in anticipation of a possible agreement to provide them.

We will collect your Personal Data directly from you during our initial meetings or conversations and this will normally be provided to us verbally or in writing, usually by email.

When handling any Personal Data, we will record and store it in our own paper files, mobile devices and our computer systems (email, hard drives and cloud facilities). It will only be accessed by the Directors and employees of Adams Publishing Ltd. for the purposes of providing services to you and any related administrative functions.

We will not share your Personal Data with any other parties.

We will keep your Personal Data secure as we are required to do by law and will take reasonable steps to protect it from being accessed unlawfully or maliciously by any third parties.

Your Personal Data will be retained by us for a minimum period of six years from the date of the last business transaction between us and indefinitely where business is ongoing or where there is a valid legal reason for doing so.

You have certain rights in relation to your Personal Data and are able to:

Request copies of the Personal Data we hold

Ask us to correct, delete or restrict your Personal Data

Request that an electronic copy of your Personal Data be sent to another organisation.

Contact details:

Steve Adams, Director, Adams Publishing Ltd. Registered Office 47 Butt Road, Colchester CO3 3BZ. Telephone 01206 855444 email [steve@adamspublishing.co.uk](mailto:steve@adamspublishing.co.uk)

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