



Unit 3 Audley Avenue Business Park  
Newport, Shropshire TF10 7BX

t: 01952 820800 e: sales@aypltd.co.uk  
www.aypltd.co.uk

## AYP Limited – Data Protection Policy

---

### Introduction

At AYP Limited we take the responsibility of looking after personal data seriously. In line with the General Data Protection Regulation, we would like to outline our policies with regards to data protection.

If any clients have questions in relation to the management of personal information and data storage, please contact us directly using the details below:

By email: sales@aypltd.co.uk

By telephone: 01952 820800

By post: AYP Limited, Unit 3, Audley Avenue Industrial Estate, Newport, Shropshire, TF10 7BX

### Personal data in relation to our clients:

**WEBSITE:** Contact form: We will only use this information, on a quoting basis, as it is intended to be used.

We will not use your information in data bases, to send offers to you, unless you give us the consent to do so.

If the quote then becomes a design or print job, we will then use your information for accounting purposes, to email invoices and statements, and for accounting queries. This data will be in the form of (but not limited to), Name, Address, Email, Telephone Number, Bank Details.

Your details will be held on our Sage Accounting System. Sage data is backed up daily, and then kept on a USB in a locked safe overnight.

**ARTWORK:** Due to the nature of our business we will need to store your artwork, whether it is artwork we have created for you, or artwork sent to us solely for printing purposes.

This is so for future orders, we are able to make alterations you require, or to be able to do a straight reprint as requested from yourselves.

This data is kept on our MAC computers, which are regularly backed up to an external hard drive, which is kept in a locked safe overnight. Our computers are protected by anti-virus software, and are password protected.

**CARD PAYMENTS:** We do not store credit card information of our clients. If payments are taken over the phone, they are not written down.

**SHARING INFORMATION:** We will take specific steps as required by applicable data protection laws to ensure we do not share personal information with companies outside of AYP Ltd other than those who have a part in the print/finishing of the client's job. These companies use the information provided solely for this purpose and at no time will the information be used for commercial gain.

**HOW WE USE YOUR INFORMATION:** We will only contact you regarding current offers, if you have provided consent on our GDPR Consent Form.

We will only use images of design or finished print work we have done for you on our website or on social media, if you have provided consent on our GDPR Consent Form.

### Policy updated May 2018

AYP limited, company registration No. 5971765