

Admin Systems Ltd. - Privacy Policy (GDPR)

The EU General Data Protection Regulation (GDPR) replaces the Data Protection Directive 95/46/EC and was designed to harmonise data privacy laws across Europe, to protect and empower all EU citizens data privacy and to reshape the way organisations across the region approach data privacy

Who we are

At Admin Systems Ltd. we are committed to maintaining the trust and confidence of our visitors to our website and those who hold a monthly client account. In particular, we want you to know that Admin Systems is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. We just don't do that sort of thing. But just in case you don't believe us, in this Privacy Policy, we've provided lots of detailed information on when and why we collect your personal information, how we use it and how we keep it secure. Types of data we collect

1. Via our website -

When visiting our website, we do not operate a 'cookies' policy. The only information we will ever obtain via our website will be if visitors use our Contact Form facility, or Uploading a File to Print. The data we will receive will be name, contact email address and any files which may be uploaded. This will enter our password protected mailing system, which only 2 members of staff can access. Upon completion of a job, all details, files and any other information will be completely deleted from our system. The reason this information is collected and stored until the completion of a job is to allow us to complete our work in a professional and timely manner.

2. Via our client accounts -

These terms will only apply to those who hold a Monthly Account with us, including businesses and local clubs/organisations. The information we have been provided with in order to open and hold an account is name of authorised signatories, name/department and address of which the monthly invoice should be sent to, and a method of contact, either email or telephone number. All of this information is stored in a secure password protected system. We will never share any of the information provided with any other business or organisation.

Access to your personal information

*Under GDPR, you are entitled to view, amend, or delete the personal information that we hold. Should you wish to do so, please email your request to our Data Protection Officer
Allan Cavana at allan@adminsistemas.co.uk.*

Changes to this Privacy Notice

This policy shall be reviewed and updated where necessary on a quarterly basis.