



Total Mail, Unit B,  
11 Wessex Rd Ind. Estate,  
Bourne End,  
Buckinghamshire, SL8 5DT

01628 528 788  
solutions@total-mail.com  
www.total-mail.com

## **TOTAL MAIL LIMITED PRIVACY POLICY**

Total Mail Limited (The Company) under the new GDPR Data Regulations is a 'data processor' our clients forwarding data to us or have sourced from mailing list providers are 'data controllers' and responsible for ensuring that the data passed to us is GDPR compliant.

The following points are designed to assist The Company and our clients to protect their data whilst in transit to us, or in our possession whilst giving third parties involved confidence.

To Protect Data:

1. BT supplies our internet service and modem which is PCI Compliant. We use Webroot Secure Anywhere anti-virus. Individual computers are password protected.
2. Our preferred way to accept data is through Autotask Workplace. An alternative is a password protected file with the password sent via text. Some clients have their own dedicated system in place which may be used after consultation with our IT department.
3. All data submitted to us by clients must be GDPR Compliant.
4. Data should be supplied with only the name and address details for personalisation. Should we receive data including items other than those required we shall immediately delete the unwanted items.
5. Once the work has been completed and distributed the data will be deleted from our system within six weeks after postal date.
6. Mailing instructions should be sent via email and all aspects agreed before work starts.

**VAT No. 784533012 Registered in England 04041773**