

Papermule Ltd

Public Privacy Policy



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Document History

2019-01-29	Initial Draft	Mike Hoy
2022-09-05	amended	Mike Hoy

1. Overview

Papermule is committed to protecting and respecting your privacy.

This policy details the data protection and privacy practices for Papermule Ltd, specifically:

- What personally identifiable information is collected
- Which organisation is collecting this information?
- How this information is used
- Our policy on sharing this information
- How we protect your information
- How you can correct any inaccuracies in this information

2. Plain English Summary

We take your privacy very seriously.

Children (under 18s) are not eligible to use our services and should not submit any personal information to Papermule Ltd.

Papermule Ltd does not actively track you as an individual or use your details to provide automated newsletters or marketing information.

Should you send us an email, your name, email address, message and any included contact information such as phone numbers and addresses will be emailed to us (as you would expect).

This information is kept private. We will store this information within our corporate email and contacts system so that we are able to respond to you.

3. Which organisation is collecting this information?

Papermule Ltd is the owner of www.papermule.co.uk and www.papermule.com domains and only collects information sent to us directly by email or provided over the phone.

4. How this information is used

If you have chosen to share it with us, we may use your email address and phone number to contact you in reply to your message, or to undertake business communications such as marketing, events and updates relating to your role.

5. Our disclosure of this information

We do not share your personal information, email address or phone numbers with third parties.

6. Email opt-out

Just like you, we hate spam. We do not send automated marketing emails and hence have no opt-out mechanism. Should you wish to not receive emails from us please contact us using the details below and we will remove your details from our contacts list manually.

7. Protection of your information

Papermule Ltd uses best endeavour to safeguard the confidentiality of your personally identifiable information. Data is stored using widely adopted, industry standard solutions with access controls in place to ensure only appropriate Papermule staff can access it.

8. How to correct inaccurate information

We take pride in ensuring data we hold is accurate as well as secure but occasionally we get it wrong. If you would like any of the data corrected please contact us using the details below explaining the inaccuracy and providing the correction along with your contact details so we can confirm your request.

9. How to delete personal information we may hold

Please contact us using the details below should you find it necessary to request that we delete personal data we may hold about you. Your request will be actioned to our fullest ability however and in line with the GDPR legislation.

10. How to contact us

For further information or if you have any questions or queries about this Privacy Policy, please contact:

Papermule Ltd

Unit 16/17 Diss Business Centre,

Diss,

Norfolk.

IP21 4HD

United Kingdom

Email: info@papermule.co.uk

11. Changes to our Public Privacy Policy

From time to time we may update this Public Privacy Policy in line with changes that may affect the personal information we gather about you.