

Privacy Policy

Sayer Online Sales Ltd T/A LetterBox Advertising

Our contact details

Name: Bethany Sayer - Director of Sayer Online Sales Ltd

Address: 210 Mortimer Road, South Shields, NE34 0DS

Phone Number: 0191 6941462

E-mail: admin@letterboxadvertising.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal contact details such as; name, email address, telephone number, postal address
- Business details such as; generic business email addresses, office contact numbers, registered address, company registration number, website address.

How we get the personal information, why we have it and what we do with the information

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide you with a quote for advertising services.
- To use our Design service to create your advertisement.
- To place a booking for you to advertise in our magazines.
- To invoice you for our services.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Your company website in order to market our services to you.

We may share this information with:

- We may share with HMRC from time to time if we are required to.
- We may share with our Accountant to compile our tax return and mandatory Companies House requirements.
- We may share with our Printers to print the physical product.
- We may share with our Distribution Partners to deliver the magazine to homes.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting admin@letterboxadvertising.com
- (b) We have a contractual obligation.

How we store your personal information

Your information is securely stored.

We keep all personal details for six years. Or longer if we have current contractual obligations to deliver advertising. We will then dispose your information by removing it from all of our computer systems.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at admin@letterboxadvertising.com, 07958 419917 and or 210 Mortimer Road, South Shields, NE34 0DS if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at admin@letterboxadvertising.com, 07359626546 and or 71-75 Shelton Street, Covent Garden, London, United Kingdom, WC2H 9JQ.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113 | ICO website: <https://www.ico.org.uk>