

## Mark Hadayah Ltd GDPR Privacy Policy

Mark Hadayah Ltd, 63 Coram Street, London WC1N 1HB.

Registration No. 9479527

You can contact us by:

1. Post using the address above
2. Calling 020 7833 3005
3. Emailing [sales@mycardproject.com](mailto:sales@mycardproject.com)

The person responsible for Data Protection issues is Mark Hadayah.

Mark Hadayah Ltd operates a number of trading names including:

Prontaprint

Prontaprint Russell Square

MyCardProject

### **How to we get information**

We only collect data that is sent to us. This is by the following methods:

1. Online form
2. School sign-up
3. Parent order
4. Artwork sent for processing

Organisational data is limited to information supplied by the organisation which only includes the information required to run the project.

Parent data is limited to the information supplied by the parent which only includes the information required to match the order with the artwork and to process the order. Individual information is required to personalise the product and we cannot operate the service without this information. MyCardProject will only use the data provided by the parent in a way that they would reasonably expect to produce their order. MyCardProject will only hold personal data about an individual that is sufficient to produce their order and any future reprints.

MyCardProject will delete all Parent data after 12 months of completing the order apart from a modest amount of information which maybe required for auditing. It will be limited to:

1. Order number
2. Parent contact information
3. Order amount
4. Order date
5. Order summary (items ordered)

No personalisation information or child information will be kept after this time.

All artwork will be destroyed in accordance with GDPR regulations within 12 months of completing the order.

Parents are giving the opt-in option of allowing the artwork to be used for marketing purposes. No personalisation information will not be included in any images used. If this is not selected, the artwork supplied will only be used for the purpose of fulfilling the order.

We do not share any organisational or individual data with any other individual or organisation. The

data is stored on secure password protected servers and local hard drives for the sole purpose of completing the project.

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