

## Data Protection Agreement for Mailing Files

We have received copies of the mailing material ("Mailing Material"), specified below from the Client specified below and agree to the conditions upon which the mailing list ("the List") is made available by [The Client]. The List is and will remain the property of [The Client], who has agreed to provide this information solely for the purposes of distributing the Mailing Material. [The Client] will send a copy of the List to Stephens and George Ltd for the purposes of mailing the Mailing and material to the persons named in the List:-

1. We hereby undertake: -
  - a. that on receipt of the List from [The Client], we will use it once only for the despatch of the Mailing Material ("the Mailing"); and
  - b. we will keep only one record of the data on our server and will delete that list after the end of month plus 3 months from the date of mailing
  - c. we certify in writing that we have complied with our obligations set out in this paragraph.
2. We acknowledge that the List is to be sent to us in confidence for use only as required to undertake the Mailing
3. We undertake not to disclose the List to any other person and we will treat the List as strictly private and confidential and take all necessary steps to preserve its confidentiality.
4. We acknowledge that the List is the copyright of [The Client].
5. We undertake not to copy or duplicate the List in any way.
6. We confirm that we are fully committed to compliance with the EU General Data Protection Regulation (EU) 2016/679 and are registered with the Information Commissioners Office in the UK (No.Z9540344).



## Advance Mail-out and inserts

**Client:** [The Client]

Your 'Mailing Data' will be processed by our mailing list processors and the mailing machine operator only. Only approved Stephens and George personnel will have access to the data at any time. The data files will be received by our mailing list processors and placed on a secure server, which has firewall and endpoint protection.

We will process the files in a secure communications area in the IT department. The facility has entry by access fob only. The production site has an intruder alarm system in place. Access to the communications room area is restricted to mailing processors and IT Personnel only. Any software maintenance is carried out by our IT department and at no point is anyone else allowed access to the communications room dataservers. The mailing machine has endpoint security which prohibits the use of external storage devices.

Your 'Mailing Data Files' will be deleted from the secure server after the end of month following despatch plus 3 additional months. This period of up to 120 days allows for any queries that may arise.



**Signed:** 28/11/17

**ICO Registration Number:** Z9540344

**Name:** Darren Debattista

**Position:** Group Financial Director

**Company:** Stephens and George Print Group

