

CMS Direct Mail Limited  
Fair Processing Policy April 2018

1.0 Definitions

- “The Company”: CMS Direct Mail Limited  
“The Client”: The person for whom The Company has agreed to provide a specified service  
“Specified Service”: The service to be provided by The Company for The Client

2.0 Purpose

The purpose of this policy is to specify The Company’s guidelines for processing data supplied by The Client.

3.0 Scope

The scope of this policy covers all data supplied by The Client to The Company.

4.0 Policy

All data that The Company holds on behalf of The Client will be held and processed in accordance with the provisions of the Data Protection Act 1998, the EU Data Protection Directive 95/46/EC, the General Data Protection Regulation ((EU) 2016/679) (GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to processing of personal data and privacy including any amending or replacement legislation in force from time to time.

**CMS Direct Mail Limited will not use any data supplied by The Client for anything other than its intended purpose for the Specified Service.**