

## Privacy Notice

### 1. Identity and Contact Details

This privacy notice details how we use information collected by our website:

[www.whitepaperlabs.com](http://www.whitepaperlabs.com)

These sites are managed in accordance with the relevant data protection legislation in the UK. The data controller is White Paper Labs of Unit 4.07 (4th Floor), The Tea Building, 56 Shoreditch High Street, London, E1 6JJ

You can contact our privacy officer at the address above or by emailing [ed@whitepaperlabs.com](mailto:ed@whitepaperlabs.com)

### 2. The Data

Whilst you use our website we may collect information that is personally identifiable. The table below describes the information we collect and why we do so.

Information Collected	Purpose	Legal basis
<b>Your IP address</b> <b>Technical information about your browser</b> <b>The pages you visit and your activities whilst browsing our site</b>	To help us to understand how people use our site  To help our service providers to diagnose and repair faults  To help us to detect and respond to hacking and other criminal activity.	Legitimate interests
<b>Your contact details</b> <b>Information you provide on a contact form</b>	To allow us to respond to your enquiry  To provide you with the information / mailing lists that you have requested	Consent
<b>Any posts or comments you make on our pages or forum</b>	To provide an opportunity for comment and feedback	Consent

Please note that this list only applies to your use of our website. If you interact with us in other ways, then additional privacy notices detailing other information and purposes will also apply.

### 3. Data Sharing

We may share your information with other companies in line with the purposes listed above. In all cases, we have contracts and agreements in place to ensure that your information is protected and is not used for any other purpose than those listed above. Companies that we share information with are:

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- Companies involved with the design, hosting and maintenance of the website and our email and IT systems
- Companies providing us with marketing services
- Companies involved in fulfilling your order

## 4. International Transfer

All information is stored and processed within the EEA

## 5. Retention

In accord with relevant data protection legislation, we will not retain your information for longer than is necessary for the purposes listed above and to deal with any complaint or dispute you may have. If you require further information about our information retention policies, please contact us.

## 6. Your rights

Under UK and EU data protection legislation, you have a number of rights with respect to your information. These include:

- The right to be informed about the information we hold about you
- The right of access to the information we hold about you
- The right to have any errors rectified
- The right to withdraw consent (where consent is the basis of processing)
- The right to object to processing

If you have any questions about the information we hold, how we use it or how to exercise these rights, please contact us using the contact details above or contact your account manager if you have one. You can also use the opt-out facilities provided in our marketing emails and in the settings on our website to change your preferences and consents at any time.

## 7. Complaints

If you have any cause for complaint about the way we care for your information, please do contact us and we will do our best to resolve the situation for you. You also have the right to complain directly to the Information Commissioner's Office. You can find details of how to contact them here: <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.

We don't have cookies on our site