# DTPGROUP.CO.UK PRIVACY AND COOKIES POLICY

Dtpgroup.co.uk ("the Website") is owned and operated by Desktop Publishing Microsystems Ltd. This policy explains how DTP may use information we collect about you, as well as your rights over any personal information we hold about you. Please read this policy carefully; by accessing the Website you confirm to have understood and agreed to them.

## INFORMATION WE COLLECT ABOUT YOU

**We collect information about you when you:**

- visit the Website.
- register with and buy products or services on the Website.
- take part in promotions, competitions, customer surveys and questionnaires.
- contact us e.g. in writing, call customer services.

## USING YOUR INFORMATION

Collecting your personal information helps DTP to better understand what you need from us. We use your information to:

- manage and improve the Website.
- personalise our services to you.
- administer and operate your account.
- process your orders.
- tell you about important changes to the Website and our services.
- manage promotions, competitions, customer surveys and questionnaires.
- check and verify your identity, and prevent or detect crime. In performing checks your
- information may be disclosed to credit reference agencies, who may keep a record of that
- information. This is not a credit check and your credit rating will be unaffected.

We may share your personal information across the DTP Group so they can provide you with relevant products and services. Your personal information is safe with us and will never be released to companies outside the DTP Group for their marketing purposes.

## MARKETING AND RESEARCH

If you agree, we may contact you:

- with offers and information about DTP products or services
- with offers and information about partners' products or services
- for customer research e.g. to help improve our services

Of course, the choice is entirely yours, but if you say you do not want to receive marketing information from us this will prevent you from receiving great offers or promotions that may be of interest to you. We like to hear your views to help us improve our service. From time to time, we may contact you to ask your opinions. Again, if you do not want to be contacted for this purpose, let us know and we will remove you from our marketing list.

## COOKIES

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

1. **Persistent cookies** - these cookies remain on a user's device for the period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.
2. **Session cookies** - these cookies allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience. They can also help to ensure that adverts you see online are more relevant to you and your interests. You can find more information about cookies at www.allaboutcookies.org and www.youronlinechoices.eu.

## COOKIES USED ON THIS WEBSITE

A list of all the cookies used on the Website by category is set out below.

## STRICTLY NECESSARY COOKIES

These cookies enable services you have specifically asked for. For those types of cookies that are strictly necessary, no consent is required. These cookies are essential in order to enable you

to move around the Website and use its features, such as accessing secure areas of the Website. Without www.dtpgroup.co.uk these cookies services you have asked for, like shopping baskets, cannot be provided.

## PERFORMANCE COOKIES

These cookies collect anonymous information on the pages visited. By using the Website, you agree that we can place these types of cookies on your device.
These cookies collect information about how visitors use the Website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how the Website works.

## FUNCTIONALITY COOKIES

These cookies remember choices you make to improve your experience. By using the Website, you agree that we can place these types of cookies on your device.

These cookies allow the Website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

## USING BROWSER SETTINGS TO MANAGE COOKIES

The Help menu on the menu bar of most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie and how to disable cookies altogether. You can also disable or delete similar data used by browser addons, such as Flash cookies, by changing the add-on's settings or visiting the website of its manufacturer.

However, because cookies allow you to take advantage of some of the Website's essential features, we recommend you leave them turned on. For example, if you block or otherwise reject cookies you will not be able to add items to your Shopping Basket, proceed to Checkout, or use any of our products and services that require you to Sign in. If you leave cookies turned on, remember to sign off when you finish using a shared computer.

## DISCLOSING YOUR INFORMATION

We will never disclose your information to anyone outside the DTP Group except where we have

your consent; where we are required or permitted to do so by law; to other companies who provide a service to us; or any successors in title to our business.

## OTHER WEBSITES

The Website may contain links to other sites which are outside our control and not covered by this policy. The operators of these sites may collect information from you that will be used by them in accordance with their policy, which may differ from ours.

## CHANGES TO OUR POLICY

This policy replaces all previous versions and is correct as of April 2018. We reserve the right to change the policy at any time.

## CONTACTING US

If you have any queries, please contact us at web@dtpgroup.co.uk