

The Valley Group is committed to ensuring that information relating to all its customers is treated in the strictest confidence.

Throughout this Privacy Policy references to "we" and "us" are to The Valley Printing Company Ltd T/A The Valley Group Of Harden Beck Mill, Harden, Bingley, West Yorkshire, BD16 1BL. "The Customer" refers to the company or individual with whom we do business and/or who users our online services; "you" means the user of our online services.

### 1.0 Types of information

#### 1.1 Logon Information

To provide you access to our customer services requires you to provide us with an email address and full contact details in order for us to supply you with a password that will allow you access to the site.

#### 1.2 Email correspondence

E mail correspondence is used to raise and respond to issues and enquires. Email addresses held in our system are only those notified to us by you as an authorised and acceptable method of communication.

### 2.0 Collection of Information

Any information we collect or verify from users of our online services will be used in strict accordance with the Data Protection Act 1998 and other applicable laws.

### 3.0 How we use this information

3.1 To carry out login security checks, which will involve passing your login information to our system database, and checking the information provided against the information held. This allows only you, authorised customers and customer users to view and print any processed information we provide as part of our online services. In addition it will help to protect you and us against fraudulent logon attempts.

3.2 We may also use the contact information that we hold to notify you about any functionality changes to our system, the service that we provide and details of enhancements or technical changes we may make from time to time.

3.4 No information will be provided to third parties, other than agents of The Valley Printing Company Ltd T/A The Valley Group and solely for the purposes of technical assistance directly relating to the software and systems provision or where required by Law.

### 4.0 Data Protection and Security measures

We have taken every possible precaution to create an environment to protect the information supplied by the you the customer and/or the customer user. Access to your information is limited to people who need it to do their job. We may also contact you to verify and update data we hold on our records.

### 5.0 Disclosure of information to Third Parties

We do not sell, rent or trade your information to others. No client user personal information is held within our system other than the customer user's first and surname, company name, email address supplied, address supplied, phone/fax/mobile numbers supplied.

### 6.0 Consent and Data Protection

By using our online service you irrevocably consent to authorising us to collate, use and process the information provided by you.

### 7.0 Cookies

A cookie is a small piece of text-only information that websites transfer to your computer hard drive for local machine purposes. It is a requirement of the system that your computer is set to enable cookies from our site. We use cookies solely for security purposes to enable us to provide the online services whilst you are connected to our system. This cookie is part of our logon procedure and identifies you and your computer to the system and is automatically deleted when you log out and/or close your browser. If you perform either of these two procedures you will be terminated from the system and access can only be restored by going through the logon procedure again.

### 8.0 Policy Updates

Any changes to our privacy policy will be updated and posted on this page. Last update June 2006.

### 9.0 Your rights

You can request us to update or remove your information by emailing [dataprotection@thevalleygroup.com](mailto:dataprotection@thevalleygroup.com) or by writing to us at the address below. You also have the right to request a copy of any personal information we hold about you. To do this, write to us at the following address: The Head of Marketing, The Valley Group, Harden Beck Mill, Harden, Bingley, West Yorkshire. BD16 1BL

### 10.0 Linked websites

This privacy policy only covers this online website only. Moving away from our site to external websites linked to this site will be subject to the privacy policy of the website you are visiting which may differ from ours. We encourage you to review the privacy policies posted on these (and all) sites.

### 11.0 Contact

If you have any comments, suggestions, or questions regarding this policy please write to the above address, or contact us by [clicking here](#)

