



**Information Commissioner's Office**  
Promoting public access to official information  
and protecting your personal information

## DATA PROTECTION ACT 1998

### Register Entry Report

Registration Number :

Registered :

Expiry Date:

Data Controller:

Address:

Company's House Registration Number:

This register entry describes in general terms, the personal data being processed by:

**ADVO GROUP LIMITED**

It contains personal data held for 5 purposes detailed on the following pages:

<b>1</b>	<b>Staff Administration</b>
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**Purpose Description:** Appointments Or Removals, Pay, Discipline, Superannuation, Work Management Or Other Personnel Matters In Relation To The Staff Of The Data Controller.

**Data Subjects are :** Staff Including Volunteers, Agents, Temporary And Casual Workers  
Relatives, Guardians And Associates Of The Data Subject

**Data Classes are :** Personal Details  
Family, Lifestyle And Social Circumstances  
Education And Training Details  
Employment Details  
Financial Details  
Racial Or Ethnic Origin  
Physical Or Mental Health Or Condition

**Recipients (1998 Act)** Data Subjects Themselves  
Relatives, Guardians Or Other Persons Associated With The Data Subject  
Current, Past Or Prospective Employers Of The Data Subject  
Education, Training Establishments And Examining Bodies  
Central Government  
Employment And Recruitment Agencies

**Transfers:** None Outside The European Economic Area

<b>2</b>	<b>Advertising, Marketing &amp; Public Relations</b>
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**Purpose Description:** Advertising Or Marketing The Business Of The Data Controller, Activity, Goods Or Services And Promoting Public Relations In Connection With That Business Or Activity, Or Those Goods Or Services.

**Data Subjects are :** Customers And Clients  
Suppliers  
Complainants, Correspondents And Enquirers  
Advisers, Consultants And Other Professional Experts

**Data Classes are :** Personal Details  
Family, Lifestyle And Social Circumstances  
Financial Details  
Goods Or Services Provided

**Recipients (1998 Act)**      Data Subjects Themselves  
 Business Associates And Other Professional Advisers  
 Suppliers, Providers Of Goods Or Services  
 Financial Organisations And Advisers  
 Ombudsmen And Regulatory Authorities

**Transfers:**              None Outside The European Economic Area

### 3      Accounts & Records

**Purpose Description:** Keeping Accounts Related To Any Business Or Other Activity Carried On By The Data Controller, Or Deciding Whether To Accept Any Person As A Customer Or Supplier, Or Keeping Records Of Purchases, Sales Or Other Transactions For The Purpose Of Ensuring That The Requisite Payments And Deliveries Are Made Or Services Provided By Him Or To Him In Respect Of Those Transactions, Or For The Purpose Of Making Financial Or Management Forecasts To Assist Him In The Conduct Of Any Such Business Or Activity

**Data Subjects are :**      Customers And Clients  
 Suppliers  
 Complainants, Correspondents And Enquirers

**Data Classes are :**      Personal Details  
 Financial Details  
 Goods Or Services Provided

**Recipients (1998 Act)**      Business Associates And Other Professional Advisers  
 Employees And Agents Of The Data Controller  
 Other Companies In The Same Group As The Data Controller  
 Suppliers, Providers Of Goods Or Services  
 Financial Organisations And Advisers  
 Credit Reference Agencies  
 Debt Collection And Tracing Agencies  
 Central Government

**Transfers:**              None Outside The European Economic Area

### 4      Debt Administration and Factoring

**Purpose Description:** The Tracing Of Consumer And Commercial Debtors And The Collection On Behalf Of Creditors. The Purchasing Of Trade Debts, Including Rentals And Instalment Credit Payments, From Business.

**Data Subjects are :**      Customers And Clients  
 Suppliers  
 Complainants, Correspondents And Enquirers  
 Relatives, Guardians And Associates Of The Data Subject

<b>Data Classes are :</b>	<ul style="list-style-type: none"> <li>Personal Details</li> <li>Family, Lifestyle And Social Circumstances</li> <li>Goods Or Services Provided</li> <li>Offences (Including Alleged Offences)</li> </ul>
<b>Recipients (1998 Act)</b>	<ul style="list-style-type: none"> <li>Data Subjects Themselves</li> <li>Relatives, Guardians Or Other Persons Associated With The Data Subject</li> <li>Current, Past Or Prospective Employers Of The Data Subject</li> <li>Business Associates And Other Professional Advisers</li> <li>Other Companies In The Same Group As The Data Controller</li> <li>Suppliers, Providers Of Goods Or Services</li> <li>Credit Reference Agencies</li> <li>Debt Collection And Tracing Agencies</li> <li>Traders In Personal Data</li> <li>Central Government</li> <li>Courts / Tribunals</li> </ul>
<b>Transfers:</b>	None Outside The European Economic Area

<b>5</b>	<b>Provision of Financial Services &amp; Advice</b>
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<b>Purpose Description:</b>	The Provision Of Services As An Intermediary In Respect Of Any Financial Transactions Including Mortgage And Insurance Broking
<b>Data Subjects are :</b>	<ul style="list-style-type: none"> <li>Customers And Clients</li> <li>Relatives, Guardians And Associates Of The Data Subject</li> <li>Advisers, Consultants And Other Professional Experts</li> </ul>
<b>Data Classes are :</b>	<ul style="list-style-type: none"> <li>Personal Details</li> <li>Family, Lifestyle And Social Circumstances</li> <li>Financial Details</li> <li>Goods Or Services Provided</li> <li>Physical Or Mental Health Or Condition</li> </ul>
<b>Recipients (1998 Act)</b>	<ul style="list-style-type: none"> <li>Data Subjects Themselves</li> <li>Current, Past Or Prospective Employers Of The Data Subject</li> <li>Healthcare, Social And Welfare Advisers Or Practitioners</li> <li>Suppliers, Providers Of Goods Or Services</li> <li>Financial Organisations And Advisers</li> <li>Credit Reference Agencies</li> <li>Trade, Employer Associations And Professional Bodies</li> <li>Central Government</li> <li>Ombudsmen And Regulatory Authorities</li> </ul>
<b>Transfers:</b>	None Outside The European Economic Area

**End**

