



Click & Collect Printing @ Cavan Library Instructions



Step 1 Email your document to the appropriate address below. Take care to avoid typos!

Or share your document with the **PrinterOn Mobile App**, where you can find the printer by Location search.

Alternatively, browse the "**PrinterOn PrintSpots Directory**" to upload your document from a laptop or PC.

Step 2 Check your email, or the Print History in the PrinterOn App, for a **Release Code** (can take 5 - 10 minutes to process).

Step 3 To retrieve your document at the PrintStation, enter the 6-digit Release Code and make payment when prompted.

Cash and Card Payment (incl. Contactless) now Accepted!

Type	Email Address	Price per Page
A4 Black-White	cavan-bw@printspots.com	€0.20
A4 Colour	cavan-colour@printspots.com	€0.60

NOTES:

- **PRIVACY RELEASE CODES:** You receive separate codes for the email message and each attached document.
- **ATTACHING DOCUMENTS:** Make sure to choose the "**Send a Copy**" (or similar) option to send your document as an Attachment, rather than a shared Link. Sending a Link to the document will not work. Pay particular attention for cloud storage services, e.g. Google Drive, OneDrive, Box, DropBox, etc.
- **SUPPORTED FORMATS:** The following file formats are supported: Word, Excel, Powerpoint, Adobe PDF, Graphics – PNG, JPEG, BMP, GIF, TIFF. For other formats, we recommend converting to PDF first.
- **PASSWORD PROTECTED DOCUMENTS:** These can only be submitted using the PrinterOn App (after opening with required password). Printing via Email or Web upload is not supported.
- **TIME LIMIT:** You have up to 3 days (72 hours) to retrieve your document, and can reprint up to 10 times, within 1 hour.
- **DATA PROTECTION:** See overleaf, or refer to www.printcopyandgo.com – Contact Us – Data Protection

Introduction

Ormonde Technologies (SurfBox) Ltd ('the Company') needs to collect user data (information) for limited purposes from users of its services in public libraries, shopping centres, airports, hotels and other public venues hosting its services. The purpose of processing user data is for the delivery of internet, print and copy services at these venues. Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of user data. This is a statement of the Company's commitment to protect the rights and privacy of individuals in accordance with the General Data Protection Regulation (GDPR).

Data Protection Principles

The Company will administer its responsibilities under the regulation in accordance with the stated data protection principles as follows:

1. Obtain and process information fairly

The Company will obtain and process user data fairly and in accordance with the fulfilment of its functions. The user data obtained during the fulfilment of its functions are as follows:

- **Printing:** Individual's documents submitted for print purposes. Additionally, the individual's email address is required to be submitted for the purpose of submission of print jobs via email.
- **Scanning / Copying:** Individual's documents obtained for scanning purposes. Additionally, individual's email is required to be submitted for the purpose of scanning document to email.

2. Keep it only for one or more specified, explicit and lawful purposes

The Company will keep data for purposes outlined in the previous section that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes. The Company will not retain or disclose user data for any purpose other than for delivery of its services.

3. Keep it safe and secure

The Company will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of, the data and against their accidental loss or destruction. The Company is aware that high standards of security are essential for all personal information.

4. Retain it for no longer than is necessary for the purpose or purposes

The Company will only retain data for the duration of its service delivery and for immediate troubleshooting purposes relating to the services. Specifically, data is retained temporarily for the purposes outlined in Section 1 as follows:

- **Printing:** Jobs submitted for printing are retained in electronic format for printing purposes up to a maximum of three days. Print jobs cannot be exported or duplicated for printing or viewing elsewhere. Physical print copies can only be obtained by the user by means of a one-time PIN code that has been returned to their email address.
- **Scanning / Copying:** Documents obtained for scanning or copying purposes are stored in a temporary folder for the duration of the user's session. Documents are delivered to user's given address via a secure email service and are permanently deleted at the end of the session.

In the event of a delay, or non-delivery, of printed or scanned documents, please contact our Customer Service team for investigation.

Responsibility

The Company has overall responsibility for ensuring compliance with the Data Protection regulation. However, all employees of the Company who collect and/or control the contents and use of user data are also responsible for compliance with the Data Protection regulation. The Company will provide support, assistance, advice and training to all staff to ensure it is in a position to comply with the legislation. The Company has appointed a Data Protection Officer who will assist the Company and its staff in complying with the Data Protection legislation.

Procedures and Guidelines

This Statement supports the provision of a structure to assist in the Company's compliance with the Data Protection regulation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

Review

This Statement will be reviewed regularly in light of any legislative or other relevant indications.

Last Updated

This document was last updated on Thursday 7 October 2021