MailMerge Privacy Policy

Last updated: 23/01/2026

MailMerge is a university project. We are committed to protecting your privacy. This policy explains how we collect, use, and store the personal data you provide while using our app or interacting with our team.

Topics

• What data do we collect?

• How do we collect your data?

• How will we use your data?

• How do we store your data?

• Your data protection rights

• Changes to our privacy policy

• How to contact us

What data do we collect?

MailMerge may collect the following data:

• Personal identification information (e.g. email address)

• User interactions with our app (e.g., feature usage, preferences)

• Technical data (e.g., device type, IP address)

How do we collect your data?

We collect data when you:

- Use or register within our app

- Provide feedback or report issues via in-app forms or email

- Interact with our app, which may use cookies or similar technologies

How will we use your data?

MailMerge collects your data to:

- Improve the functionality and user experience of the app

- Communicate important updates or respond to feedback

- Analyse app usage to enhance project development

We will not share your data with third parties outside our project unless required by the university for evaluation or compliance.

How do we store your data?

MailMerge securely stores your data using university-approved tools and services, such as:

- Cloud-hosted cloud services with encrypted storage

- Restricted access to project repositories and databases

Data will be retained for the duration of the project module and deleted upon completion.

Your data protection rights

As a user, you are entitled to the following rights:

- Right to access: Request a copy of your data

- Right to rectification: Request corrections to inaccurate data

- Right to erasure: Request deletion of your data under certain conditions

- Right to restrict processing: Request limitations on how your data is used

- Right to object: Object to specific uses of your data

- Right to data portability: Request transfer of your data to another service

To exercise any of these rights, contact us at the details provided below.

Changes to our privacy policy

MailMerge regularly reviews this privacy policy to ensure compliance and accuracy. Updates will be shared in-app.

How to contact us

If you have questions about this privacy policy or your data, contact us via:

People working on the project:

- Conor Galvin: cxg112@student.bham.ac.uk

Contact the appropriate authority

If you wish to report a complaint or feel that MailMerge has not addressed your concern satisfactorily, you may contact the Information Commissioner's Office (ICO):

- Website: https://ico.org.uk

- Phone: 0303 123 1113

- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF