






Customising Cards with data (DATA FILES)

When supplying personal information about your customers or members, you should rest assured that we have put in place appropriate systematic and technical steps to ensure the security of it. This is in compliance with GDPR.

Names should be in a consistent format for them to look correct. Our software can change the appearance should you want it to do so. Therefore let us know if you have a preferred style:

	UPPER CASE	ANDREW NEAL
	Name Case	Andrew Neal

Supplying information to us should be in one of the following formats;

	Microsoft Access	all releases
	Microsoft Excel	all releases
	CSV File	Comma Separated Variable length fields
	TXT	Field Delimiter needs to be specified
	Other Compatible spreadsheets, workbooks, databases.	

Files should be laid out, one record per line with FIELD NAMES as the first record.

Customising Cards with images that change

If you intend to have individual's photographs on their cards, then the picture name to match the person, must be in the data file that you supply. What you call the picture doesn't matter but something must link the picture to a person's information. We would suggest that this be their unique reference number or name.

Should you want to have other images that change on the card, then exactly the same principle would need to be followed. For example, if the background colour of the card changes based on the expiry date of the card, then that colour would need to be in the data file too.

Member Name	Member Number	Photo	Expiry date	Card Background
A Neal	123	123.jpg	1/1/2015	Red
S Neal	234	234.jpg	1/1/2016	Green
E Neal	345	345.jpg	31/7/2015	Red

When the card is set up and proofed, we can discuss the exact colour that is printed. To save any hassle on your part, we can program this when setting up the job. The same can happen for other graphics or images you want to appear.

DATA PROTECTION

Pass Sport Control Limited (trading as “ClubCards121”) is registered with the Information Commissioner. All data processing must be approved in writing prior to the commencement of that work. Customers will be asked to approve a sample of the processed data, prior to production commencing. Once the cards have been printed, unless otherwise instructed in writing, within 60 days of job completion, all original AND processed data (email attachments, CDs and other media) will be destroyed.