

Calarel Joinery Ltd

Privacy Policy

General 2018

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1. Introduction

In this policy, “we”, “us” and “our” refer to Calarel Joinery Ltd. For more information about us please read Section 2.

We ensure that we gather, store and handle data fairly and transparently ensuring it is in line with both the GDPR regulations as well as individual rights.

This policy will refer to all parties (employees, job candidates, customers, suppliers etc.) who provide any information to us.

We are committed to safeguarding the privacy of Calarel Joinery Ltd employees, customers and other interested parties.

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action.

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2. Our Details

Calarel Joinery Ltd is a company incorporated in England and Wales under registration number 10205807 and our registered address is Midway House, Staverton Technology Park, Herrick Way, Staverton, Cheltenham, GL51 6TQ. Vat number 248 2193 00

You can contact us:

- By post: Calarel Joinery Ltd, Cotswold Business Village, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0JQ

- Using our website: www.calarel.co.uk
- By telephone, on the contact number published on our website.
- By email, using the email address published on our website

3. Policy Elements

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, financial data etc.

Our company collects this information in a transparent way and only with the full cooperation and knowledge of interested parties.

4. Your Personal Data

Depending on how you are affiliated with Calarel Joinery Ltd, we will process data about you which may include:

- Name
- Date of birth
- Gender
- Business/Company name
- Job title
- Profession
- Contact information such as email addresses, postal addresses and telephone numbers
- Demographic information such as post code and preferences
- Financial information

The purpose for which we may process personal data is:

- Providing and managing your account
- Supplying our products and/or services to you
- Personalising and tailoring out products and/or services for you
- Replying to emails for you
- Emailing/faxing quotations or acknowledgments as requested by you

All information collected is processed lawfully, fairly and in a transparent way. We process no further than the legitimate purpose for which that data was/is collected. We limit to what is necessary in relation to the purpose and is accurate and kept up to date. All information is processed in a manner that ensures security of that personal data and processed by a controller who can demonstrate compliance with the principles.

The legal basis for all of the processing is our legitimate interests, namely the administration of our business and providing a contract between you and us and/or taking steps, at your request, to enter into such contract.

Your personal data may be used where necessary for your establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis of processing will be for your legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

Your personal data identified in this policy may also be necessary for purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for processing will be for our legitimate interests, to ensure proper protection of our business against risks.

Another reason for processing your personal data is with compliance with legal obligation to which we are subject, or in order to protect your vital interest or vital interests of another natural person.

5. Providing Personal Data

Your personal data may be disclosed to our insurers and/or professional advisers for reasonably necessary purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

6. Sharing Data & International Transfers

Your data will be shared with individuals within the Company where it is necessary for them to undertake their duties. It may be necessary for us to share your personal data with a third party or third party service provider. Data sharing may arise due to a legal obligation, as part of the performance of a contract or in situations.

We do not transfer data to other countries outside the EU.

7. Retention & Deletion of Data

We will retain your data for no longer than is necessary for the purpose for which it was collected. We have taken consideration to the following in order to decide the appropriate retention period:

- Quantity
- Nature
- Sensitivity
- Risk of harm
- Purpose for processing
- Legal obligations

At the end of the retention period, upon conclusion of any contract we may have with you, or until we are no longer legally required to retain it, it will be reviewed and deleted, unless there is some special reason for keeping it. Occasionally, we may continue to use data without further notice to you. This will only be the case where any such data is anonymized and you cannot be identified as being associated with that data.

8. Amendments

This policy may be updated from time to time, in this case we will notify you of any changes by email or other methods.

9. Your Rights

We commit to ensure that any data we process is correct and up to date. It is your obligation to make us aware of any changes to your personal information.

In some situations, under the data protection law you may have the:

- **Right to be informed.** This means that we must tell you how we use your data, and this is the purpose of this privacy notice.

- **Right to request access.** You have the right to access the data that we hold on you. To do so, you should make a subject access request.
- **Right to request correction.** If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- **Right to request erasure.** If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- **Right to object to the inclusion of any information.** In situations where we are relying on a legitimate interest (or those of a third party) you have the right to object to the way we use your data where we are using it.
- **Right to request the restriction of processing.** You have the right to ask us to stop the processing of data of your personal information. We will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- **Right to portability.** You may transfer the data that we hold on you for your own purposes.
- **Right to request the transfer.** You have the right to request the transfer of your personal information to another party.

10. Data Protection Officer Details

You can contact Calarel Joinery Ltd by emailing simonhj@calarel.co.uk

11. Security Breach Action

Calarel Joinery Ltd will take all the necessary steps to prevent a data breach from occurring, however should a data breach take place, we will work to recognise and minimise the effects of the breach.