

PRIVACY POLICY for WWW.WEALDENWOODSTYLE.CO.UK

This website is the property of Wealden Woodstyle Limited. We take the privacy of all visitors to this Website very seriously and therefore set out in this privacy policy our position regarding certain privacy matters.

As part of this commitment, we've updated our privacy policy to meet the high standards of the new European data protection law, known as the General Data Protection Regulation (GDPR). The GDPR is an EU law regulation on data protection and privacy for all individuals within the European Union.

This privacy policy covers all data that is shared by a visitor with us whether directly via www.wealdenwoodstyle.co.uk or via email.

Our Privacy policy provides an explanation as to what happens to any personal data that you share with us, or that we collect from you either directly via this website or via email.

1. Information We Collect

In operation our website we may collect and process the following data about you:

- 1.1 Information that you provide by filling in forms on our website, such as when you purchase or register for services by e-mail, telephone, in person or by post.
- 1.2 Information provided to us when you communicate with us for any reason.

2. Use of Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. It also allows certain website functions such as a 'shopping basket' to work.

You can get more information about Cookies at <https://ico.org.uk/for-the-public/online/cookies/>

You can turn off Cookies in your internet browser (e.g. Internet Explorer, Chrome, Safari, Opera or Firefox) so they are no longer collected and the above webpage contains links to tell you how to do this. Please note that turning off Cookies may prevent some of our website functions from working.

3. Use of Your Information

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- 3.1 To provide you with information requested from us, relating to our services. To provide information on other services which we feel may be of interest to you, where you have consented to receive such information.
- 3.2 To meet our contractual commitments to you.
- 3.3 To notify you about any changes to our website, such as improvements or service changes that may affect our service.
- 3.4 As well as for providing the services you have requested, we may use the information collected for other purposes, such as marketing. However, we will only use the information for these purposes, if you have consented us to do so.
- 3.5 If you do not want us to use your data for our third parties, you will have the opportunity to withhold your consent to this when you provide your details to us on the form on which we collect data.
- 3.6 We do not transfer personal data to countries outside the EU.
- 3.7 Data is not kept for longer than is necessary for its given purpose.

4. Storing your Personal Data

- 4.1 By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy.
- 4.2 Data that is provided to us is stored on our secure servers. Details relating to any transactions entered into on our site will be encrypted to ensure its safety.
- 4.3 The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own desk.

5. Third Parties

We may need to provide certain third party organisations with your information in order to provide our services (for example a courier who will deliver goods to you). We will only provide them with the information they require and will only permit them to use the information for the required purpose only.

- 5.1 If any such third party has used your information for any other reason without your consent please notify us using the details below and we will investigate the matter.

6. Access to Information

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee which covers our costs in providing you with the information requested.

7. Complaints

We strive to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

If you think that our collection or use of information is unfair, misleading or inappropriate, please bring it to our attention. We would also welcome any suggestions for improving our procedures. You may report any concerns regarding the way in which we have handled your personal data to the Information Commissioner on 0303 123 1113 or by using the link <https://www.ico.org.uk/concerns>

8. How to contact us

You can contact us by email at Office@wealdenwoodstyle.co.uk
Alternatively you can write to us at:

Wealden Woodstyle Ltd
Aspect House
4 Ulley Road
Kennington
Ashford
Kent
TN24 9HT