

Privacy notice for StoreSpace websites

C A Design Services respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

1. Important information and who we are

C A Design Services Ltd is the controller and responsible for your personal data (collectively referred to as "C A Design Services", "we", "us" or "our" in this privacy notice). You can contact us by emailing sales@cadesignservices.co.uk or by writing to us at our main trading address The Design Centre, Hewett Road, Gapton Hall, Great Yarmouth NR31 0NN.

This privacy notice aims to give you information on how C A Design Services collects and processes your personal data through your use of this website, including any data you may provide through this website when you sign up to our newsletter or use our contact us function.

This website is intended for businesses interested in our services, it is not intended for consumers or children and we do not knowingly collect data relating to such parties. We anticipate that personal data may be provided by employees or officers of companies interested in our services.

2. The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, maiden name, last name, username or similar identifier.
- **Contact Data** includes email address and telephone numbers.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- **Usage Data** includes information about how you use our website.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

3. How is your personal data collected?

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity and Contact Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you subscribe to our service or publication or request marketing to be sent to you.
- **Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies and other similar technologies.
- **Third parties or publicly available sources.** We may receive or collect personal data about you from various third parties and public sources including, analytics providers such as Google based outside the EU, data aggregators or brokers or sources such as LinkedIn.

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example, make suggestions and recommendations to you about goods or services that may be of interest to you or to deliver relevant website content or advertising to you.

- Where we need to comply with a legal or regulatory obligation.

Generally we do not rely on consent as a legal basis for processing your personal data. You have the right to withdraw consent to marketing at any time by contacting us.

Marketing

We may use your data to form a view on what we think you may want or need, or what may be of interest to you. You will receive marketing communications from us if you have requested information from us or purchased goods or services from us and, in each case, you have not opted out of receiving that marketing. You may also receive marketing from us if you are a corporate subscriber, which means if you are a company using a generic email address (one not containing personal data), or if you are an employee using your company email address.

Opting out

You can always ask us to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you or by contacting us directly.

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. This site uses:

Google Analytics which allows us to improve the site based on visitor usage information obtained via the use of cookies.

Google AdWords Remarketing to trigger adverts across the internet. Our AdWords Remarketing campaign may display relevant adverts tailored to you, based on which pages of our website you viewed by placing a cookie on your machine.

LinkedIn which tracks when and how long you were on the site.

Other cookies may also be used in order to enable you to move around the website and use its features. The information held in these cookies will only be used by C A Design Services and not shared with any other parties. By using our online service, you agree that we can place these types of cookies on your device.

5. Disclosures of your personal data

We may have to share your personal data for the purposes set out in the table in paragraph 4 above. This includes but is not limited to third parties providing us with services or advice, or to whom we may choose to sell, transfer, or merge parts of our business or our assets. We will also share your data with our group companies.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

6. International transfers

We do not generally transfer your personal data outside the EU however when we do so we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission.
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe.
- Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between the Europe and the US.

7. Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8. Your legal rights

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance

to deal with your concerns before you approach the ICO so please contact us in the first instance. Under certain circumstances, you have rights under data protection laws in relation to your personal data, these are as set out below.

No fee usually required

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

YOUR LEGAL RIGHTS IN RELATION TO PERSONAL DATA

You have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you.

Request erasure of your personal data. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Withdraw consent at any time where we are relying on consent to process your personal data.

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