

## **Elite Blinds & Curtains – GDPR Privacy Policy (Summary)**

### **What personal data are we processing?**

The categories we will process include personal details; name, address, telephone number, email address, payments received and measuring, installation details. The personal data processed is the personal data that you have provided. We collect this information about you to process your order, manage your account and if you agree we may email or post out information about other products and services that we think may be of interest to you. **WE WILL NOT SHARE YOUR INFORMATION FOR MARKETING PURPOSES WITH OTHER COMPANIES.** In processing your order, we may send your name details to associated companies in direct connection with processing your order. They will not receive any further details other than a reference name.

### **Privacy**

Processing of personal data is undertaken in line with the requirements of the General Data Protection Regulator (GDPR). We are members of the Information Commissioners Office (ICO) in order to stay abreast of our obligations regarding official information and how best to protect this. Any personal information provided will be treated confidentially. If you contact us via a contact form or send us an email we will store the information provided only for the length of time it takes to handle your enquiry.

We input personally and non-personally identifiable information into our providers software for the purpose of processing. These parties process the information in accordance with our privacy policy and have security measures in place to ensure that your data is not compromised. Please note that we do not sell any information, whether personally identifiable or not to any third parties for any purpose. All information we collect is done so with consent in a fair, transparent and lawful manner.

### **Data Security**

We take extensive measures to safeguard your personal information. These measures are taken in conjunction with our IT service provider to prevent a data breach. We cannot however guarantee that such a breach will never take place. Should a data breach take place we will notify the Information Commissioners Office (ICO) as soon as possible and within no longer than 72 hours. We will also notify those whose data has been compromised via email so that the appropriate protective measures can be taken.

### **Payments**

We do not take debit or credit card payments through our website; however customers may wish to pay by cash, cheque, bacs transfer or by card over the

phone. We are members of the Payment Card Industry Data Security Standard (PCI DSS) who are an independent body with a focus on improving payment account security through the transaction process. We are PCI DSS compliant and we do not store card holder data.

### **Google Analytics & use of Cookies**

Our website provide uses google analytics to evaluate how our web site is performing in terms of number of visitors, time spent on the site and engagement. Information such as your IP address is stored by Google in the US. See the Google Privacy Policy via the following link for information on how they use this information. Please note that we have no control over how Google use your information. Cookies are placed by Google throughout our website as part of their analytics service. We use this service to track and create reports about how visitors use the Elite Blinds & Curtains website. Google may transfer this information to third parties where Google is legally required or if third parties process the information on Google's behalf. Please note that we have no influence with regards how this information is used by Google. Cookies can be disabled through your browser.

### **Email Campaigns & Newsletters**

At present we do not run email campaigns or distribute newsletters. In the event that we decided to advertise using either method you will be notified and will only receive marketing material if you subscribe to the service.

### **Access, correction, cancellation and opposition rights**

If you have an account with our company or have made an enquiry, you are entitled to see the personal information we hold. Such requests should be made in writing and we will respond within 20 working days. You may wish for the information to be removed or amended and requests of this nature should be made in writing. Our postal address is as follows:

Elite Blinds & Curtains  
Branial Hall  
208 Hillhall Road  
Lisburn  
BT27 5JA

### **Amendments to privacy statement**

We maintain the right to amend or update our privacy policy at any time.  
Effective from May 2018.