

GDPR Data Protection Privacy Notice 2018



ELITE OFFICE FURNITURE UK LIMITED

Goole Office, Showroom & Factory

Britannia Way
Goole
East Yorkshire
DN14 6ES
United Kingdom

Tel. +44 (0)1405 746000
Fax. +44 (0)1405 746006

Email. info@elite-furniture.co.uk
www.elite-furniture.co.uk


London Office & Showroom

81-87 St John Street
Clerkenwell
London
EC1M 4NQ
United Kingdom

Tel. +44 (0)20 7490 4909
Fax. +44 (0)20 7253 7836

Email. londonshowroom@elite-furniture.co.uk

GDPR Data Protection Privacy Notice 2018

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| GDPR DATA PROTECTION PRIVACY NOTICE 2018 | SIGNED |
| JOHN HULL MANAGING DIRECTOR |  |

This privacy notice will outline the following information so that you, as an individual, understand the terms in which Elite Office Furniture UK Ltd [Registered in England. 03365655] collect, process, store, share and protect your personal information.

- What basis we process this information on.
- How we use your information.
- Who we share your information with.
- Your right to access, amend or delete this data.
- What steps we take to protect your information.

ALL GDPR CORRESPONDENCE SHOULD BE ADDRESS TO:

FAO INFORMATION OFFICER

ELITE OFFICE FURNITURE UK LIMITED

Britannia Way
Goole
East Yorkshire
DN14 6ES
United Kingdom

Prior to the creation of this revised privacy notice, a full data assessment was carried out to analyse the areas of our business that collect, process and store personal information. For the purpose of this privacy notice, personal information is any information relating to an identifiable person who can be directly or indirectly identified.

FOR OUR CUSTOMERS AND SUPPLIERS

On doing business with Elite Office Furniture UK Ltd, you may be asked for the following information:

Name, Company Name, Address, Telephone Number, Email Address, Company Bank Details and any other information required to fulfil our contractual obligation to you. The details are processed and stored using third-party software (Pegasus' Opera 2 and Epicor's EPP 10.1), for the purpose of processing order quotations, sales orders, purchase orders, delivery notes and invoices. We have a legal obligation to store invoices for a period of 6 years. During this period, hard copies are archived in a secure office, after which they are destroyed.

FOR OUR WEBSITE VISITORS

In general, you can visit <https://www.elite-furniture.co.uk/> without telling us who you are or revealing any information about yourself. Our web servers only collect the domain IP address. The information you provide when using the online LiveChat software, provided by LiveChat, Inc. and accessed through <https://www.elite-furniture.co.uk/> is disclosed voluntarily during communication with Elite Office Furniture UK Limited. The information entered on our website is transmitted securely via a secure medium known as Secure Sockets Layer, or SSL. You will be asked to consent to submit your information, prior to any information being recorded. Information supplied through LiveChat are collected and used for the purpose of resolving your enquiry only, and this information remains on our systems for a period of 90 days, after which it is deleted.

FOR EMAIL MARKETING

If you sign up to receive marketing material including new product launches, product updates and special offers from Elite Office Furniture UK Limited, the information we collect includes your Name, Email Address and Company Name. We will use this personal data for the purpose of this service only. Prior to any data processing, we will ask for your consent to collect and process this information, in respect of this privacy notice. Anyone signed up prior to 25th May 2018 will have already received an email to gain consent and continue receiving these emails. For the purpose of sending marketing information, we use a software provided by The Rocket Science Group LLC d/b/a "Mailchimp" to send and store your data. Prior to the 25th May 2018, we signed a data protection agreement with Mailchimp, whereby we understand how they store the information we process using cloud services, and the safe guards in place to prevent any data breaches. You have the right to unsubscribe and withdraw your consent at any point by clicking the unsubscribe link found at the bottom of all emails sent from info@elite-furniture.co.uk. We retain this information for as long as you are opted in to receive these emails.

YOUR RIGHT TO ACCESS

The personal data collected and processed through the above procedures is your own, and you have the right to access, retrieve, amend and delete this information at any point, should there be no legal obligation not to. Requests should be made in writing using the address provided. When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with all the personal information that we hold about you. Elite will respond within 30 days of receiving your written request.

HOW WE PROTECT YOUR INFORMATION

Elite Office Furniture UK Ltd will endeavour to protect the information provided through physical, technical and procedural precautions. These precautions are designed to protect your personal information from loss and unauthorised access, copying, use, modification or disclosure. All personal information stored electronically is kept on password protected servers and portals. Our systems defend against cyber-attacks using rigorous anti malware, anti-ransomware and anti-exploit attack programs, protecting our PC's and software from the latest security threats and viruses.

Elite Office Furniture UK Limited may occasionally make changes to this privacy notice to reflect changes in its legal or regulatory obligations, or in the manner in which we deal with your personal information. The most current revision of this document will be available at <https://www.elite-furniture.co.uk/>.

Any changes to this policy, made through revisions will be effective from the time they are published.

This privacy policy was last updated on 25th May 2018.