

# Privacy Policy

## Introduction & general terms

In order to provide you with our services, we sometimes need to collect information about you. This Privacy Policy relates to our use of any personal information you provide to us via forms on the website(s), by phone, SMS, email, in letters or other correspondence, and in person. This policy explains the following:

- what information I may collect about you;
- how we might use the information we collect about you;
- whether we will disclose your details to anyone else;
- your choices regarding the personal information you provide to us;
- my data security measures;
- website 'Cookies' and usage data.

In line with the EU General Data Protection Regulation (GDPR) and other relevant privacy and data protection legislation we are committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information (these laws are referred to collectively in this Privacy Policy as the "data protection laws").

Our website(s) may contain hyperlinks to websites owned and operated by third parties. These third-party websites have their own privacy policies and so you should probably review them. They will govern the use of personal information you submit when visiting these websites. I do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

#### Information not contained in this policy

More details concerning the collection or processing of Personal Data may be requested from us, the Data Controller, at any time. Please see the contact information within this document.

#### The owner and data controller

We are "Interiors By Ingrid Ltd"
Our registered address is: 138 Buxton Road, Macclesfield, Cheshire, SK10 1NG,
Our Data Controller is Ingrid Sirova:
ingrid@interiorsbyingrid.co.uk
07718 286938
When we refer to "our" or "us" or "we" we are referring to Interiors By Ingrid Ltd.

### What information might you collect about me?

When you visit our website(s) and provide contact information to us via electronic forms on the website(s), or contact us by phone, SMS, email, in letters and other correspondence and in person, we may receive personal information about you. The data may include some, or all of the following information: your name, email address, and mobile telephone number, together with

information about you, your family and or home, and other information that you may deem personal.

We will always take all reasonable endeavours to ensure that this information is kept safe at all times. We will keep the data about you for as long as it is believed to be accurate and up to date. We may remind you periodically of your rights regarding your data, and to update your preferences so your changing wishes may be respected by me. You may object to your data being used by me at any time.

# How might you use the information you collect about me and what for?

The reason we collect such information is so that we can provide the products and services you've paid us to. But beyond this, we might use your contact details to keep in touch with you and let you know of exciting new products or services we might be offering in the future. The main purposes of using your personal information including the following:

- to provide and improve our services, activities or online content, to provide you with information about them and to deal with your requests and enquiries;
- to occasionally send you marketing communications such as newsletters, invitations to events, promotions and other updates on our services (via email and by post) that I think you'll find useful, and that will help me provide you with a better service.

The information we hold will not be subject to any automated processing, including profiling, and my legal basis for the use of your data in this way is that you are legitimately interested in it ("Legitimate interest") and/or you have legally consented to it.

### Will you share my personal data with anyone else?

First and foremost, the reason we collect such information is so that we can provide the products and services you've paid us to. But beyond this, we might use your contact details to keep in touch with you and let you know of exciting new products or services we might be offering in the future

No, we will not share your personal information with anyone else. This data will not be transferred to others and will not be transferred or stored outside the UK unless it is part of my secure database system or cloud storage for my documents. Any suppliers that we use for cloud data storage or database systems have an equally tight privacy policy, and we know that all of them share my same ethics and are legally compliant when it comes to keeping your data safe. Your privacy is of the highest importance to us, and we will never release or transfer your personal details to anyone outside our business for their mailing or marketing purposes without your prior and direct written consent.

### Your choices and rights regarding the personal information you provide us with

Your privacy is of paramount importance to us. We make sure you're always in control of what we do with your personal information. You will always have the right to withdraw your consent to me holding this data and using it to communicate with you. You can contact us by email (using the contact details set out in this policy) to inform us that you wish to withdraw your consent and we will erase your personal information from my database.

You have the right to rectify inaccuracies in the data, to request the restriction of processing through suppression from supplied data, to object to processing, to request an electronic copy of the data we hold about you (which we will supply in electronic form) to enable portability, and to request erasure.

You also have the right to lodge a complaint with the supervisory authority who is the Information Commissioner's Office www.ico.org.uk.

# Data Security

We take data security very seriously and all such information is held on secure servers. We'll always comply with the relevant legislation, and we'll treat all your personal information as fully confidential. In order to protect your privacy, we take appropriate security measures in the storage and disclosure of personal information so as to prevent unauthorised access by third parties. In some cases, your Data may be accessible to certain types of persons in charge, involved with the operation of our business (administration, sales, marketing, legal, system administration) or external parties (such as third-party technical service providers, mail carriers, hosting providers, IT companies, communications agencies) appointed, if necessary, as Data Processors by me. We will only choose to work with third-party data processors that we are confident share the same approach to data security, privacy, and GDPR. We will do everything we reasonably can to ensure your data remains safe with them. An updated list of these parties may be requested from me, the Data Controller, at any time.

However, do remember the Internet is not a totally secure medium and you acknowledge and agree that I shall not be responsible for any unauthorised use, distribution, damage or destruction of personal data, except to the extent we are required to accept such responsibility by data protection laws.

#### Website cookies

Cookies are small files that a site or its service provider transfers to your computer's hard drive through your web browser that enables sites or service providers to recognise your browser and to capture and remember certain information.

This website uses Google Analytics to help analyse how users use the site. Google Analytics uses 'cookies' to collect standard Internet log information and visitor behaviour information in an anonymous form. The information generated by the cookie about your use of the website (including your IP address if you have not opted out) is transmitted to Google. This information is then used to evaluate visitors' use of the website and to compile statistical reports on website activity for our internal use.

We will never use the statistical analytics tool to track or collect any Personally Identifiable Information of visitors to our site. Google will not associate your IP address with any other data held by Google. Neither we nor Google will link, or seek to link, an IP address with the identity of a computer user. You can read the Google Analytics Terms of Service here. Place of data processing: United States

This website uses a Content Management System which anonymously tracks the user's movement around the site to allow us to improve the overall user experience. No personal information is stored.

This website is designed using Wix. They are fully secure and comply with GDPR requirements.

### Changes to this policy

We reserve the right to make changes to this privacy policy at any time by giving notice to my users on this page. We recommend you check this page periodically, referring to the date of the last modification listed at the bottom. If you object to any of the changes to the Policy, it is your responsibility to cease using this Application and can request that we (the data controller)

remove the Personal Data. Unless stated otherwise, the then-current privacy policy applies to all Personal Data we have about our Users.

If you any questions or comments about this Privacy Policy please contact the data controller using the contact details above.

# Website Terms & Conditions

If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern Interior By Ingrid's relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website.

The term "Interiors By Ingrid" or "us" or "we" refers to the owner of the website whose registered office is 138 Buxton Road, Macclesfield, Cheshire, SK10 1NG.

- The term "you" refers to the user or viewer of our website.
- The use of this website is subject to the following terms of use:
- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- This website uses cookies to monitor browsing preferences. If you do allow cookies to be used, the following personal information may be stored by us for use by third parties.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness, or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services, or information available through this website meet your specific requirements.
- This website contains material that is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance, and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- All trademarks reproduced in this website, which are not the property of, or licensed to the operator, are acknowledged on the website.
- Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.
- From time to time, this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this website and any dispute arising out of such use of the website are subject to the laws of England, Northern Ireland, Scotland, and Wales.