

Privacy Policy

CONTROLLING YOUR PERSONAL INFORMATION:

Data privacy is of high importance for Style Office Solutions Ltd and we want to be open and transparent with our processing of your personal data.

We therefore have a policy setting out how your personal data will be processed and protected.

Who is the controller of your personal data?

We at Style Office Solutions Ltd are the controller of the personal data you submit to us and responsible for your personal data under applicable data protection law.

Where do we store your data?

The data that we collect from you is stored within our CRM System Prima and within Mailchimp for our mailshot campaigns.

Who can access your data?

Style Office Solutions Ltd will not share, pass on, sell or swap your data for marketing purposes to third parties outside Style Office Solutions Ltd.

What are your rights?

Right to access: You have the right to request information about the personal data we hold on you at any time. You can contact Style Office Solutions Ltd and we will provide you with your personal data via e-mail.

Right to portability:

Whenever Style Office Solutions Ltd processes your personal data, by automated means based on your consent or based on an agreement, you have the right to get a copy of your data transferred to you or to another party. This only includes the personal data you have submitted to us.

Right to rectification:

You have the right to request rectification of your personal data if the information is incorrect, including the right to have incomplete personal data completed.

Right to erasure:

You have the right to erase any personal data processed by Style Office Solutions Ltd at any time except for the following situations:

- you have an ongoing matter with Customer Service
- you have an open order which has not yet been shipped or partially shipped
- you have an unsettled debt with Style Office Solutions Ltd, regardless of the payment method
- if you are suspected or have misused our services within the last four years
- your debt has been sold to a third party within the last three years or one year for deceased customers
- your credit application has been rejected within the last three months
- if you have made any purchase, we will keep your personal data in connection to your transaction for accounting purposes

Your right to object to direct marketing:

You have the right to object to direct marketing, including profiling analysis made for direct marketing purposes.

Right to restriction:

You have the right to request that Style Office Solutions Ltd restricts the process of your personal data under the following circumstances:

- if you claim that your personal data is incorrect, Style Office Solutions Ltd must restrict all processing of such data pending the verification of the accuracy of the personal data.
- if the processing is unlawful you can oppose the erasure of personal data and instead request the restriction of the use of your personal data instead
- if Style Office Solutions Ltd no longer needs the personal data but it is required by you to defend legal claims.

How can you exercise your rights?

We take data protection very seriously and therefore we have customer service personnel to handle your requests in relation to your rights stated above. You can always reach them at marketing@style-office.co.uk

Right to complain with a supervisory authority:

If you consider Style Office Solutions Ltd to process your personal data in an incorrect way you can contact us.

Updates to our Privacy Notice:

We may need to update our Privacy Notice. The latest version of the Privacy Notice is always available on our website. We will communicate any material changes to the Privacy Notice, for example the purpose of why we use your personal data, the identity of the Controller or your rights.

This privacy policy sets out how Style Office Solutions Ltd uses and protects any information that you give Style Office Solutions Ltd when you use this website.

Style Office Solutions Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Style Office Solutions Ltd may change this policy from time to time by updating this page. You should check this page to ensure that you are happy with any changes. This policy is effective from 1st May 2018.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

How we use cookies cont.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

What we collect

We may collect the following information:

- name and job title.
- contact information including email address.
- demographic information such as postcode, location, preferences and interests.
- other information relevant to customer surveys and/or offers.

What we do with the information we gather.

We require this information to understand your needs and provide you with a better service, and for the following reasons:

- **Internal record keeping.**
We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests
- **Security**
We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.
- **Links to other websites**
Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.