

PRIVACY NOTICE

Data Protection Compliance GDPR

April 2018

Curtain Flair & Curtain Flair Fitters (CF & CFF) will be the Data Controller of any personal data that you supply, either via Curtain Flair or Curtain Flair fitters Websites or via direct contact. This means that they will make the decisions on how your data is used and for what reasons.

Why do we need your data?

- **For Legitimate Business Interest Only**
- To provide further information on services we provide
- To contact you regarding services you have procured or are negotiating to procure

CF & CFF legal basis for collecting this information is:

- You consent to providing it to us
- CF & CFF need to use this to enter into a contract with you or to maintain an existing one

What types of personal data will we use?

- Name
- Address
- Contact telephone number and email address

Who will CF & CFF share your data with?

Curtain Flair & Curtain Flair Fitters websites are hosted by Heart Internet their privacy statement <https://www.heartinternet.uk/terms/heart-internet-privacy-statement>

Managed by; www.thamesway.net For further information please contact;

01276 37761

Curtain Flair & Curtain Flair Fitters emails are hosted by Heart Internet <https://www.heartinternet.uk/terms/heart-internet-privacy-statement>

Managed by; www.thamesway.net For further information please contact;

01276 37761

Curtain Flair & Curtain Flair Fitters storage and data including documents, emails are stored on one drive, through Microsoft 365

<https://privacy.microsoft.com/en-gb/privacystatement>

which is managed by **Keen IT Solutions Ltd 01276 818461**

How are our computers are protected?

CF & CFF computers are protected with anti - virus software under contract with AVG updated with patches.

How Long will CF & CFF keep my Data?

CF & CFF will only retain your personal data for as long as necessary to provide the services you have procured. All personal data provided will be deleted 24 months after the end of your engagement with CF & CFF.

What rights do I have regarding my personal data that CF & CFF holds?

- You have the right to be informed on how we use your data
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the Data we hold
- You have the right to data portability
- You have the right to object to CF & CFF using your Data
- You have the rights to the use of your Data for automated decision making /profiling

Are there any consequences of not providing the requested Data?

- CF & CFF may not be able to contact you regarding services you are interested in.

Will there be any automated decision making using my Data?

No

Who can I contact if I have concerns about use of my personal Data?

Please contact Curtain Flair on enquiries@curtainfitters.com