

BIG BRAND SOURCING - Privacy Policy

Privacy and Data Protection Policy Statement

Big Brand Sourcing Limited respects your privacy and will treat all information confidentially.

Collecting and storing data

We require certain personal information when you make a purchase, request a sample or quotation, and fulfil our product supplies and services.

The data collected includes contact names, addresses, telephone numbers, e-mail addresses and payment details.

This information is stored on secure servers and is not stored outside the UK. No information will be passed on to third parties without informing you and/or obtaining your consent.

Use of your personal information

We will use the information provided for the following purposes:

1. To process orders, enquiries and sample requests.
2. To contact you about new products, special offers/promotions and services via e-mail, unless otherwise requested to do so. If you do not wish to receive marketing information from Big Brand Sourcing Limited via post or e-mail, you need to contact us at sales@bigbrandsourcing.com.

Website privacy policy is available online - The legal basis for this processing is consent or our legitimate interests, namely the proper administration of our website and business or the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.

Deletion or amendment of contact information

You may request your personal data is deleted or amended at any time by contacting sales@bigbrandsourcing.com.

Checking your identity

To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make under this Privacy Notice.

If you have authorised a third party to submit a request on your behalf, that's fine too. We will just ask them to prove they have your permission to act.

Filing a complaint

We're always happy to help you with any issues you may have. However, if you'd like to make a complaint with the Information Commissioner's Office, please visit www.ico.org.uk
We reserve the right to amend the above at any time and the policy does not form any part

of a contractual agreement with Big Brand Sourcing Limited. Information – Registration with ICO.

Nature of work

Marketing / Promotional Products Supplier Description of processing

Reasons/purposes for processing information

We process personal information to enable us to:

- provide marketing, advertising and branded services to our clients
- maintain our accounts and records
- support and manage our employees

Type/classes of information processed

- We process information relating to the above reasons/purposes. This information may include:
 - personal details
 - Email address
 - Telephone
 - Delivery and Invoice address
 - Artwork/logos

We process personal information about our:

- customers and clients
- employees
- suppliers
- enquirers and complainants

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- current, past or prospective employers
- suppliers and service providers
- trade associations and bodies
- business associates
- credit reference agencies
- debt collection agencies

Your principal rights under data protection law are:

(a) (b) (c) (d) (e) (f) (g) (h)

The right to access;
The right to rectification;

The right to erasure;
The right to restrict processing; The right to object to processing;

The right to data portability;
The right to complain to a supervisory authority; and The right to withdraw consent.

Additional reasons

Transferring information overseas

We do not transfer data outside the European Economic Area (EEA)?

We are registered in England under registration number 8654198, and our registered office is 36 Burnham Road, Dartford, Kent, DA1 5AL.

Our principal place of business is 36 Burnham Road, Dartford, Kent, DA1 5AL.

Visitors to our website

We do collect personal information through our website.

The cookies used

Cookies are small electronic files that are placed on your computer when you visit a website. They are often needed to ensure that the website works efficiently.

Please find below a table which explains the cookies that we use and why:

Necessary Cookies

These cookies are essential in order to enable you to log in to the website. Without these cookies you would not be able to log in and use the services of the website.

Performance Cookies

These cookies collect anonymous information on the pages visited. By using the website, you agree that we can place these types of cookies on your device. These cookies collect information about how visitors use our website, for instance, which pages visitors go to most often. These cookies do not collect information that identify a visitor. The information is used to improve the way the website works.

You can opt out of Cookies

You can refuse the use of cookies on this website by refusing to opt into their use by the banner on the home page.

Alternatively you can refuse the use of cookies by activating the setting on your browser which allows you to refuse the setting of cookies. You can also delete cookies by clearing your browsing history (this will depend on your browser).

Websites which are linked to us may also be using cookies. If you have any concerns you should contact the third party website for more information.

People who request information on our services

We hold the details of the visitors who visit the system. These details may be used to contact these people at a later date.

Any information or statistics relating to our business that we disclose to others shall not identify any visitors personally. We may, for example, perform statistical analyses of the behaviour of the users of our website in order to measure interest in the various areas of our website.

In the event that we sell or buy any business or assets, we may disclose your personal data to the prospective seller or buyer of such business or assets.

If we or its assets are acquired by a third party, personal data held by it about its customers, will be one of the transferred assets.

We will use this information if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms and Conditions and other agreements; or to protect the rights, property, or safety of us, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

We will not otherwise pass on or sell your personal information to a third party.

Where do we store your information?

The data that we collect, and process is stored on our dedicated servers held within the UK.

Unfortunately the transmission of information via the internet is not completely secure. We will do our very best to protect your personal data, however we cannot ensure the security of your data transmitted to our site. Any transmission is at your own risk.

Your right to access personal information

You have the right, on request, to receive a copy of the personal information that we hold about you. You have the right on request:

- to be told for what purpose personal data about you is being processed
- to be given a description of the data and the recipients to whom it may be disclosed
- to have communicated in an intelligible form the personal data concerned and any information available as to the source of the data

Any questions about this privacy policy should be sent to Big Brand Sourcing Ltd, 36 Burnham Road, Dartford, Kent, DA1 5AL or sales@bigbrandsourcing.com.

Changes to the Privacy Policy

In the future, we may need to alter or amend this Privacy Policy. All changes will be posted on this page on this website. This Privacy Policy was last updated on May 2018.