

## PRIVACY NOTICE



**Celestial Roofing**

Quality you can Trust!

## INTRODUCTION

Welcome to Celestial Roofing Limited's privacy notice. Celestial Roofing Limited respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data both when you visit our website (regardless of where you visit it from) and when you deal with us for any reason and tell you about your privacy rights and how the law protects you. This privacy notice is provided in a layered format so you can click through to the specific areas set out below. Please also use the Glossary to understand the meaning of some of the terms used in this privacy notice.

## 1. IMPORTANT INFORMATION AND WHO WE ARE

**Purpose of this privacy notice:**

This privacy notice aims to give you information on how Celestial Roofing Limited collects and processes your personal data through your use of our website, including any data you may provide through our website or in the course of dealing with us. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them. Celestial Roofing Limited is the controller and responsible for your personal data (collectively referred to as "Celestial Roofing Limited", "we", "us" or "our" in this privacy notice).

**Full name of legal entity: Celestial Roofing Limited**

**Our website is [www.Celestialroofing.co.uk](http://www.Celestialroofing.co.uk)**

**Email address: [enquiries@celestialroofing.co.uk](mailto:enquiries@celestialroofing.co.uk)**

**Persons in charge of Privacy Policy: Ronnie Hetherington**

**Postal address: 23 Betsey Place, Blaydon-on-Tyne, NE21 5GE**

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please **contact us** in the first instance.

**Changes to the privacy notice and your duty to inform us of changes:**

This version was last created on 18th December 2018. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

**Third-party links:**

Our website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## **2. THE DATA WE COLLECT ABOUT YOU**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- Identity Data includes [first name, last name, username or similar identifier, title].
- Contact Data includes [billing address, delivery address, email address and telephone] numbers.
- Financial Data includes [bank account and payment card details].
- Transaction Data includes details about payments to and from you and other details of products and services you have purchased from us.
- Technical Data includes [internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.]
- Profile Data includes [your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses].
- Usage Data includes [information about how you use our website, products and services].
- Marketing and Communications Data includes [your preferences in receiving marketing from us and our third parties and your communication preferences.]

We also collect, use and share Aggregated Data such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data

but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice. We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences. If you fail to provide personal data Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us, but we will notify you if this is the case at the time.

### **3. HOW IS YOUR PERSONAL DATA COLLECTED?**

We use different methods to collect data from and about you are including through: **Direct interactions.** You may give us your [Identity, Contact and Financial Data] by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

- apply for our products or services;
- subscribe to our service or publications;
- request marketing to be sent to you;
- enter a competition, promotion or survey; or
- give us some feedback.

**Automated technologies or interactions.** As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, [server logs] and other similar technologies. [We may also receive Technical Data about you if you visit other websites employing our cookies.] Please see our [\*\*cookie policy\*\*](#) for further details. **Third parties or publicly available sources.** We may receive personal data about you from various third parties [and public sources] as set out below

- **Technical Data from the following parties:**
  - analytics providers [such as Google based outside the EU];
  - advertising networks based [inside OR outside] the EU]; and
  - search information providers [based [inside OR outside] the EU].
- **Contact, Financial and Transaction Data from providers of technical, payment and delivery services based [inside OR outside] the EU].**
- **Identity and Contact Data from data brokers or aggregators based [inside OR outside] the EU].**
- **Identity and Contact Data from publicly available sources [such as Companies House and the Electoral Register based inside the EU].**

## 4. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract, we are about to enter or have entered with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Click here to find out more about the types of lawful basis that we will rely on to process your personal data. Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to you via email [or text message]. You have the right to withdraw consent to marketing at any time by **contacting us**.