

## **CORMACK & WILSON LTD.**

### **Website Privacy Policy**

This website is operated by CORMACK & WILSON LTD. The privacy of our users is extremely important to us and therefore we encourage all users to read this policy very carefully as it contains important information regarding:

- Who we are;
- How and why we collect, store, use and share personal information
- Your rights in relation to your personal information
- How to contact us and supervisory authorities in the event you have a complaint.

#### **Who we are**

CORMACK & WILSON LTD. (we, us, our), collect, use and are responsible for storing certain personal information about you (you, your, yours).

#### **The personal information we collect and use**

Personal information is information you can be identified from (and does not include any anonymized forms of information)

##### **1. Types of personal information**

We may process the following types of personal information in relation to you:

- Contact Details to include;
- Email address
- Address
- Contact telephone number

#### **How your personal information is collected**

This section describes how the above types of personal information are collected by us. Your personal information will be collected as follows:

##### **1. Personal information obtained from you directly**

We will sometimes obtain information for you directly, including when you Contact us directly using the Contact Us page on the website

##### **2. Personal information obtained by the use of cookies or other automated means**

We will sometimes obtain information via automated technology. This shall be by the use of cookies and other automated technology. A cookie is a small text file which is place onto your computer or electronic device when you access our website. Similar technologies include web beacons, action stages, local shared objects (flash cookies) and single4-pixel gifs. Such technologies can be used to track users actions and activities, and to store information about them. Usually this will be in order to monitor and obtain information regarding:

- How many times a user visits the webpage
- Geographical information regarding users



On the first occasion that you use our website we will ask whether you consent to our use of cookies and/or other similar processing technologies. If you do not consent, such technology will not be used. Therefore, you can opt-out of using cookies at any time or you can set your browser not to accept cookies. However, some of our website features may not function as a result.

For further information on how we use our cookies and similar technologies please see our policy document as described below.

### **3. Changes to the way in which we collect your personal information**

In the event that we need to obtain personal information in relation to you from any other source than those described above, we shall notify you of this.

## **How we use your personal information**

### **1. General purposes**

In general, your information will generally be processed for the following purposes:  
To enter a contract of sale

## **Lawful basis for processing of your personal information**

We have described above the purposes for which we may process your personal information. These purposes will at all times be justified by UK data protection law.

### **1. General lawful bases**

The lawful basis upon which we are able to process your personal data are;

- a) Where we have your consent to use your data for a specific purpose
- b) Where it is necessary to enter a legal contract with you to perform obligations under a legal contract with you
- c) Where it is necessary to enable us to comply with a legal obligation
- d) Where it is necessary to ensure our own legitimate interests of a third party (provided that your own interest and rights do not override those interests). Wherever we rely upon this basis, details of the legitimate interests concerned shall be provided to you
- e) Where we need to protect your own vital interests (or the vital interests of another person) and/or
- f) Where it is needed in the public interest (or where we are acting in our official functions), provided the task or function has a clear basis in law

In general, in order to meet the purposes we have described above, we will process your personal information where have your express consent on each occasion that the data is processed.

## **Sharing of your personal information**

On any occasion where any of your personal information is shared with any third party, we shall only permit them to process such information for our required purposes, under our specific instruction, and not for their own purposes. We are required to enter into a formal legal agreement to enable such sharing to take place.



We do not anticipate that we need to share your personal information with any third party. We will notify should the position change.

### **How long your personal information will be kept**

Your personal information will only be kept for the period of time which is necessary for us to fulfill the above purposes.

We envisage that your personal information shall be retained by use for the following;

3 Years

After that period described above, your information shall be properly deleted or anonymized.

### **Keeping your information secure**

We will ensure the proper safety and security of your personal information and have measures in place to do so. We will also use technological and organizational measures to keep your information secure. These measures are as follows:

All data stored on secure servers with unique usernames and passwords

We have proper procedures in place to deal with any data breach, which shall be reported and dealt with in accordance with data protection laws and regulations. You shall be notified of any suspected data breach concerning your personal information.

### **Children**

Our website is not recommended or intended for any persons under the age of 18. We do not intend to collect data from persons under the age of 18.

### **Your rights**

Under the UK General Data Protection Regulation you have a number of important rights free of charge. In summary those include rights to:

1. Fair processing of information and transparency over how we use your information
2. Access to your personal information and to certain other supplementary information that this Privacy Statement is already designed to address
3. Require us to correct any mistake in your information which we hold
4. Require the erasure of personal information concerning you in certain circumstances
5. Receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit this information to a third party in certain situations
6. Object at any time to processing of personal information concerning you for direct marketing



7. Object to decisions being taken by automated means which produce legal effects concerning you or similarly significant affect you
8. Object in certain other situations to our continued processing of your personal information, or ask us to suspend the processing procedure in order for you to confirm its assurance or our reasoning for processing it
9. Object to processing our own personal information where we are doing so in reliance upon a legitimate interest of our own or third party and where you wish to raise an objection to this particular ground
10. Otherwise restrict our processing of your personal information in certain circumstances
11. Claim compensation for damages caused by our breach of data protection laws; and/or
12. In any circumstance where we rely upon your consent for processing personal information, you may withdraw this consent at any time

For further information on each of those rights, including the circumstances in which they may apply, see the guidance from the UK Information Commissioner's Office (ICO) on your rights under the General Data Protection Regulations.

If you would like to exercise any of these rights please contact our Data Protection Officer – Craig Cormack, in the following manner:

Via the Contact Us form on the webpage or at [craig@cormackandwilson.co.uk](mailto:craig@cormackandwilson.co.uk)

### **Changes to the privacy policy**

This privacy policy was published on 20<sup>th</sup> November 2023 and last updated on 20<sup>th</sup> November 2023.

We may change this privacy policy from time to time but will notify you of any changes by:

By notice on the webpage header

By email if subscribed to email updates

### **Contacting Us**

Our Data Protection Officer is CRAIG CORMACK

Any requests or questions regarding the use of your personal information should be made to the above named person using the following method:

Via the Contact Us form on the webpage or at [craig@cormackandwilson.co.uk](mailto:craig@cormackandwilson.co.uk)



**CORMACK & WILSON LTD.**  
JOINERY MANUFACTURERS