

EE GLASS PRIVACY POLICY

26/4/18

Topics

1. Introduction
2. What the privacy policy covers
3. What information do we collect and how do we use it?
4. Marketing
5. Access to your information and correction
6. Cookies
7. Other websites
8. Changes to our privacy policy
9. How to contact us

1. Introduction

EE Glass Limited is a company incorporated in England and Wales (Company number 3004390) with a registered address at Ocean House, Dundas Lane, Portsmouth, PO3 5ND. This privacy policy explains how we use any personal information we collect about you.

2. What this privacy policy covers

EE Glass is committed to protecting your privacy in accordance with our obligations under data protection legislation. The current data protection law is found in the UK Data Protection Act 1998 but with effect from 25th May 2018, the main data protection law will be the EU General Data Protection Regulation as supplemented by the UK Data Protection Act 2018 and related laws.

This privacy policy explains what information EE Glass collects about you and how it will be used.

EE Glass promises to respect any personal data you share with us. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

If you have any queries regarding this privacy policy please email data@eeglass.co.uk

3. What information do we collect and how do we use it?

The type of personal information we will collect about you will depend on the purpose of collecting the information.

3.1 Customers- EE Glass needs to collect specific data to process customer orders.

In processing a customer order, we may send your details to, and also use information from, credit reference agencies and fraud prevention agencies. Our financier may pass data to their bankers, solicitors, accountants and insurers for the purpose of the services provided by them to our financier.

If you use the Enquiry Form on the EE Glass website then we will collect this information to process your enquiry.

3.2 Join Our Team- if you use the Enquiry Form about Joining Our Team then we will collect information about you to process your enquiry.

3.3 Employees- if you are successful in securing employment with EE Glass, then we will need to collect some personal data from you. Full details can be found in the EE Glass Employee Handbook.

The lawful basis for processing this personal data is that it is in the legitimate interests of EE Glass.

EE Glass will not share your information for marketing purposes with other companies.

4. Marketing

At times we would like to send our customers information about products and services of ours which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date.

You have a right at any time to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please e-mail data@eeglass.co.uk

5. Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please e-mail data@eeglass.co.uk

We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

EE Glass will only retain your personal data for as long as necessary. The relevant retention periods are:

Customers – for 5 years from date of order.

Employees – for 6 years post-employment (to meet HMRC requirements).

Unsuccessful job applicants – for 6 months from date of application.

6. Cookies

The EE Glass website does not currently use any cookies.

For further information about cookies generally visit www.aboutcookies.org or www.allaboutcookies.org

7. Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

8. Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 26th April 2018.

9. How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you. The e-mail address is data@eeglass.co.uk