

## **Privacy Policy**

This privacy policy will explain how we use the personal data we collect from you when you use our website.

### **What data do we collect?**

We collect the following data:

- Personal identification information (Name, email address, phone number, etc.)

### **How do we collect your data?**

You directly provide us with most of the data we collect. We collect data and process data when you:

- Use or view our website via your browser's cookies.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Register online or place an order for any of our products or services.

### **How will we use your data?**

We collect your data so that we can:

- Process your order and manage your account.
- Email you with special offers on other products and services we think you might like.

We will never share your data with any third parties.

### **How do we store your data?**

We securely store your data using cloud technology. We will keep your data for as long as required by the purpose they have been collected for.

### **Marketing**

We would like to send you information about products and services of ours that we think you might like. If you have agreed to receive marketing, you may always opt out at a later date.

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

## **What are your data protection rights?**

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request copies of your personal data from us. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request us to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that we erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that we restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to our processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact Ceyda Aldemir-Down at [ceyda@aldemir-down.uk](mailto:ceyda@aldemir-down.uk)

## **Cookies**

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

## **How do we use cookies?**

We use cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website

## **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- **Functionality** – We use these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language

you prefer and location you are in. A mix of first-party and third-party cookies are used.

- Advertising – We use these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. We sometimes share some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

## **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## **Privacy policies of other websites**

Our website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 31 March 2020.

## **How to contact us**

If you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact Ceyda Aldemir-Down at [ceyda@aldemir-down.uk](mailto:ceyda@aldemir-down.uk)