

Privacy Notice

EA Blythe and Company LTD is committed to ensuring that your privacy is protected. This statement, together with our Data Protection Policy, sets out the basis on which any personal data we collect from and about you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

What data do we collect and process?

We will collect and process the following data about you:

Information you give us

This is information about you that you give us by corresponding with us by phone, e-mail or otherwise. The information you give us may include, but is not limited to, your name, address, e-mail address, phone number, bank account information, special requirements etc.

Why do we process your data?

We process your data in order to comply with legal obligations to which we are subject, to perform the contract between us or to take steps at your request prior to undertaking services for you, because you have consented to our processing of your data or for the purposes of our legitimate interests, such as informing you of changes to our services or to provide you with information about other services we offer.

How will we use your data?

We may collect, hold, use and disclose the information collected to:

- allow us to provide you with the services you request from us;
- develop/ improve our website;
- to monitor and improve the quality of our services;
- respond to any email enquiries;

- provide you with information about other services we offer that are similar to those you have already requested of us or enquired about;
- attend to compliance issues;
- determine suitability for employment and comply with legal obligations we might be subject to
- to notify you of changes to our services;

We will not use or disclose your personal information for any other purpose which is not related (or in the case of sensitive information, directly related) to the above purposes without your consent, unless otherwise authorised, required or permitted under the laws of United Kingdom and Ireland.

Who will we share your data with?

We may pass on limited information to our delivery partners in order that your product can be safely and securely delivered.

If we engage external service providers, we will take reasonable steps to ensure those entities comply with their obligations under GDPR when they handle your personal information. We will also ensure external service providers are only authorised to use personal information for the limited purposes specified in our agreement with them.

Data security

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our data security measures and procedures regularly.

Data retention

It is our aim to only hold your data for as long as this is necessary. Unless otherwise required under applicable law, we store your data for as long as we provide services to you and we will not store your data for any longer than is legally required.

Where we store your information we might store your information in different places. Physical files are stored in locked filing cabinets within a locked vault in our office. Electronic files are protected by anti-virus software and firewalls.

Your rights You have the right to request that we:

- inform you whether we process your data, provide you with details relating to our processing, and with a copy of your data;
- rectify any inaccurate data we might have about you without undue delay;
- complete any incomplete information about you;
- erase your personal data without undue delay,
- are restricted from processing your data;
- furnish you with the personal data which you provided to us in a structured, commonly used and machine-readable format

The exercise of your rights might be subject to certain conditions prescribed by law and we might require further information from you before we can respond to your request.

You may exercise your rights by contacting us at the addresses or e-mail address at the end of the privacy notice.

Correction requests

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 or out of date.

Cookies

Our website uses Google Analytics, a web analytics service provided by Google, Inc. Google Analytics sets a cookie in order to evaluate your use of this website and compile reports for us on activity on the website. Google stores the information collected by the cookie on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using our website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

This privacy policy only applies to our website www.eablythe.com

Changes to statement We may update this privacy statement from time to time and will publish such updated version on our website, as appropriate.

Contact details If you would like to contact us with any queries or comments in relation to your personal data, please:

EA Blythe and Company Ltd, 95 Ballygowan Road, Comber, BT23 5RP

Tel 02891870828

Email gavin@eablythe.com