

## **Privacy Statement**

This policy (together with our Web-site Use Policy, Terms and Conditions and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

For purposes of the Data Protection Act 1998 (the Act), the data controller is EMIXIT Limited, with registered office at 71-75 Shelton Street, London, WC2H 9JQ, United Kingdom.

All personal information given to us through this site will only be held and used in accordance with the Data Protection Act. We have developed a data protection policy, an information security policy and other internal controls to ensure that our uses of customer information comply with the eight Data Protection Principles of good information handling.

The principles require data to be: fairly and lawfully processed; accurate and kept up to date; adequate; relevant and not excessive; kept no longer than necessary; processed in accordance with the rights of data subjects; held securely; and not transferred to countries without adequate protection.

EMIXIT Limited ("EMIXIT") is committed to ensuring the privacy of your information. We understand that the privacy of your information is very important to you. We are careful about the information we ask you to provide and only use your information to process orders and to provide you with the best shopping experience possible.

We have set out below details of the information we will collect about you, how we ensure the security of your information and how we will use your information.

### **What personal information do we collect?**

We only collect personal information that is knowingly and voluntarily given. Generally, this occurs when you register on the website, change your details, request a quotation, place an order, email us, or provide us with feedback.

We may collect and process the following data about you:

- Information that you provide by filling in forms on our site (our site). This includes information provided at the time of registering to use our site or requesting further goods and services.
- If you contact us, we may keep a record of that correspondence.
- Details of transactions you carry out through our site and of the fulfilment of your orders.
- Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

A user name and password also mean we can recall your information for you each time you log in.

### **IP addresses and cookies**

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

### **How we store your personal information**

We use Secure Socket Layer (SSL) technology that provides no less than 128-bit encryption on your information before it is sent to us. This means only our secure server can read your information.

We follow strict security procedures in the storage and disclosure of information, which you have given us, to prevent, unauthorised access or improper use. Our security procedures mean that we may occasionally request proof of identity before we are able to disclose sensitive information to you. We have a strict internal policy, which members of staff must comply with as a condition of employment and no external access to the system is permitted.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

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

We use your personal information in order to: process orders; carry out market research; provide information about the products and services we offer; process payments and administer your account, verify your identity, deal with queries; run promotions and to help us provide the best possible service.

### **Disclosing information**

We may disclose your data to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006. We may disclose your data to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your data to the prospective seller or buyer of such business or assets.
- Companies partnering with EMIXIT for the sole purpose of providing services described under our Terms and Conditions e.g. Warehouses, Transport companies etc.
- If EMIXIT or substantially all of its assets are acquired by a third party, in which case data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your data in order to comply with any legal obligation, or in order to enforce or apply our Web-site Use Policy, Terms and Conditions and any other agreements; or to protect the rights, property, or safety of S D Ramsden & Company Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **Your rights**

If you do not wish to receive information about our products and services, or about services offered jointly with or on behalf of other organisations, you can decline the opportunity during registration.

You have a right to access the information we hold about you. You can request a copy of the personal information we possess and have any inaccuracies corrected. We may make a charge of £10 for providing these details to you. We will request proof of identity before processing such a request. Please make any requests for information to the Legal Department at the address below.

Our site may, from time to time, contain links to and from the websites of our partners, advertisers and affiliates, or to the websites of third parties such as chambers of commerce or government departments. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **Updating your personal information**

You may change the details you gave us when registering via Login to your account. You can change your name, phone number, email address and password.

### **Changes to the Privacy Statement**

We may change this statement from time to time by posting revisions on this site. Each time you enter this site you agree that the privacy statement current at that time shall apply to all data we hold about you.

### **Consent**

By using our web-site you consent to the use of our personal data in the manner set out in this privacy statement.

### **Contact**

**If you have any queries or concerns about the privacy of your information, or how we use your information, please write to our Legal Department at EMIXIT Limited, 71-75 Shelton Street, London, WC2H 9JQ, United Kingdom. These terms were last updated on 1st November 2017.**