

Slatdecor's Website Privacy Notice

1. Introduction

Welcome to Slatdecor's website privacy notice.

Slatdecor respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

Please also use the *Glossary* to understand the meaning of some of the terms used in this privacy notice.

2. Important information and who we are

2.1 Purpose of this privacy notice

This privacy notice aims to give you information on how Slatdecor collects and processes your personal data through your use of this website, including any data you may provide through this website when you sign up to our newsletter, purchase a product, provide us with feedback, complete surveys or upload photographs to our website.

This website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy notice together with any other privacy notice or fair processing policy we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements other notices and privacy policies and is not intended to override them.

2.2 Controller

Slatdecor is a trading name of B_H_K (Flooring Limited). This privacy notice is issued on behalf of B_H_K (Flooring) Limited so when we mention "Slatdecor", "we", "us or "our" in this privacy notice, we are referring to B_H_K (Flooring) Limited who is responsible for collecting and processing your personal data. B_H_K (Flooring) Limited is the controller and responsible for this website.

B_H_K (Flooring) Limited's registered office is at Davy Drive, North West Industrial Estate, Peterlee, County Durham, SR8 2JF and we are a company registered in England and Wales under company number 05521344. We are registered with the ICO Public Data Protection Register with registration number ZB552457.

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise *your legal rights*, please contact the data privacy manager using the details set out below.

2.3 Contact details

If you have any questions about this privacy notice or our privacy practices, please contact our data privacy manager in the following ways:

Full name of legal entity: Slatdecor

Email address: customerservices@slatdecor.com

Postal address: Davy Drive, North West Industrial Estate, Peterlee, County Durham, SR8 2JF

2.4 Changes to the privacy notice and your duty to inform us of changes

We keep our privacy notice under regular review.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

2.5 Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

3. The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

3.1 We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

3.1.1 **Identity Data** includes first name, last name, title and date of birth.

3.1.2 **Contact Data** includes billing address, delivery address, email address and telephone number(s).

3.1.3 **Financial Data** includes payment card details.

3.1.4 **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions,

Commented [RH1]: Have you confirmed whether Stripe will provide you with these details?

Commented [RH2R1]: This is yet to be confirmed.

Commented [RH3R1]: Confirmed these details will not be supplied to BHK.

operating system and platform, and other technology on the devices you use to access this website.

3.1.5 **Profile Data** includes purchases or orders made by you, your ID number for payments made by you, your preferences, feedback and survey responses.

3.1.6 **Usage Data** includes information about how you use our website and products.

3.1.7 **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

3.2 We also collect, use and share **Aggregated Data** such as statistical or demographic data for any purpose. Aggregated Data could be derived from your personal data but is not considered personal data in law as this data will **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy policy.

3.3 We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

3.4 If you fail to provide personal data

3.4.1 Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

4. **How is your personal data collected?**

4.1 We use different methods to collect data from and about you including through:

4.1.1 **Direct interactions.** You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post or email or otherwise. This includes personal data you provide when you :

4.1.1.1 purchase our products;

- 4.1.1.2 subscribe to our mailing list/publications;
- 4.1.1.3 request marketing to be sent to you;
- 4.1.1.4 send us photographs of your use of our products;
- 4.1.1.5 complete a survey; or
- 4.1.1.6 give us feedback or contact us.

4.1.2 **Automated technologies or interactions.** As you interact with our website, we will automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. We may also receive Technical Data about you if you visit other websites employing our cookies. Please see our use of cookies below for further details.

4.1.3 **Third parties or publicly available sources.** We will receive personal data about you from various third parties and public sources as set out below.

4.1.3.1 Technical Data from the following parties:

- 4.1.3.1.1 analytics providers such as Google based outside the UK;
- 4.1.3.1.2 advertising networks such as Facebook, Instagram, Etsy and Pinterest based outside the UK; and
- 4.1.3.1.3 search information providers Google based outside the UK.

4.1.3.2 Contact, Financial and Transaction Data from providers of technical, payment and delivery services Stripe based outside the UK.

4.1.3.3 Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register based inside the UK.

5. **How we use your personal data**

5.1 We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- 5.1.1 where we need to perform the contract we are about to enter into or have entered into with you;
- 5.1.2 where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- 5.1.3 where we need to comply with a legal obligation; and/or
- 5.1.4 where we have obtained your consent.

5.2 We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

5.3 Note that we may process your personal data for more than one lawful basis depending on the specific purpose for which we are using your personal data. Please contact us if you need details about the specific legal basis we are relying on to process your personal data where more than one lawful basis has been set out in the table below.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To process and deliver your order including: a) manage payments, fees and charges; and b) collect and recover money owed to us.	a) Identity b) Contact c) Financial d) Transaction e) Marketing and Communications	a) Performance of a contract with you. b) Necessary to comply with a legal obligation. c) Necessary for our legitimate interests (to recover debts due to us). d) Consent.
To manage our relationship with you which will include: a) notifying you about changes to our terms or privacy notice; and b) asking you to leave a review or take a survey.	a) Identity b) Contact c) Profile d) Marketing and Communications	a) Performance of a contract with you. b) Necessary to comply with a legal obligation. c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services). d) Consent.
To enable you to partake in a survey.	a) Identity b) Contact c) Profile d) Usage e) Marketing and Communications	a) Performance of a contract with you. b) Necessary for our legitimate interests (to study how customers use our products/services, to develop them and grow our business). c) Consent.

To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data).	a) Identity b) Contact c) Technical d) Profile e) Usage	a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise). b) Necessary to comply with a legal obligation.
To deliver relevant website content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you	a) Identity b) Contact c) Technical d) Profile e) Usage f) Marketing and Communications	a) Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy). b) Consent.
To use data analytics to improve our website, products, marketing, customer relationships and experiences.	a) Identity b) Contact c) Technical d) Profile e) Marketing and Communications f) Usage	a) Necessary for our legitimate interests (to define types of customers for our products and services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy). b) Consent.
To make suggestions and recommendations to you about goods that may be of interest to you.	a) Identity b) Contact c) Technical d) Profile e) Marketing and Communications f) Usage	a) Necessary for our legitimate interests (to develop our products/services and grow our business). b) Consent.

5.4 Marketing

5.4.1 We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising.

5.5 Promotional offers from us

- 5.5.1 We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing).
- 5.5.2 You will receive marketing communications from us if you have requested information from us or purchased goods from us and you have not opted out of receiving that marketing. For marketing purposes, we rely on the lawful bases 'legitimate interest' and/or 'consent' as a basis for processing your personal data.
- 5.6 Third-party marketing
 - 5.6.1 We will get your express opt-in consent before we share your personal data with any third party for marketing purposes.
- 5.7 Opting out
 - 5.7.1 You can ask us or third parties to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you or by contacting us at any time.
 - 5.7.2 Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a product purchase, warranty registration, product experience or other transactions.
- 5.8 Change of purpose
 - 5.8.1 We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.
 - 5.8.2 If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the lawful basis which allows us to do so.
 - 5.8.3 Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

6. **Cookies**

6.1 Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

6.2 A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

6.3 We use the following cookies:

6.3.1 **Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.

6.3.2 **Analytical or performance cookies.** These allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

6.3.3 **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

6.3.4 **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests.

6.4 You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

Cookie Name	Purpose	More Information
[COOKIE NAME]	[DESCRIPTION OF THE PURPOSE FOR WHICH THE COOKIE IS USED]	[DESCRIPTION OF COOKIE CATEGORY AND RETENTION PERIOD]

Commented [RH4]: Please ask your website developer which cookies will be used and to provide us with a list of the names.

Commented [RH5R4]: This is yet to be confirmed.

6.5 Please note that third parties may also use cookies, over which we have no control. These third parties may include, for example, advertising networks and providers of external services like web traffic analysis services.

6.6 To deactivate the use of third party advertising cookies, you may visit the consumer page to manage the use of these types of cookies. We do not share the information collected by the cookies with any third parties.

6.7 You can choose which analytical, functionality and targeting cookies we can set by clicking on the cookie pop-up and setting your preference to the type of cookies we can use to collect your personal data.

6.8 However, if you use your browser settings to block all cookies (including strictly necessary cookies) you may not be able to access all or parts of our website.

7. Disclosures of your personal data

7.1 We may share your personal data with the parties set out below for the purposes set out in the table under *How we use your personal data* above.

7.1.1 Internal Third Parties includes other companies in the **B_H_K (Flooring) Limited** group of companies acting as joint controllers or processors (including BHK (UK) Limited) and who are based inside the UK and provide IT and system administration services and undertake leadership reporting.

7.1.2 External Third Parties includes:

7.1.2.1 service providers acting as processors based inside the UK who provide IT and system administration services;

7.1.2.2 professional advisers acting as processors, controllers or joint controllers including lawyers, bankers, auditors and insurers based inside the UK who provide consultancy, banking, legal, insurance and accounting services; and

7.1.2.3 HM Revenue & Customs, regulators and other authorities acting as processors, controllers or joint controllers based inside the UK who require reporting of processing activities in certain circumstances.

7.1.3 Specific third parties includes, but is not limited to:

7.1.3.1 courier system providers such as Tuffnells and Parcelforce;

7.1.3.2 website design and management providers such as Pivotal Web; and

7.1.3.3 other e-commerce providers such as Etsy and Pinterest.

Commented [RH6]: Will you share any personal data between these two entities?

Commented [RH7R6]: Potentially IT security and similar processing systems will be used. Some employees from BHK UK will have access to assist with processing orders.

7.1.4 Third parties to whom we may choose to sell, transfer or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

7.2 We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

8. **International transfers**

8.1 We do not transfer your personal data outside the UK.

9. **Data security**

9.1 We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

9.2 We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

10. **Data retention**

10.1 We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

10.2 To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements. Please see our applicable retention periods below.

Commented [RH8]: You will need to consider implementing a data retention and deletion policy or expanding this clause setting out the applicable retention periods for both consumer and employee personal data as well as the process to dispose personal data. We can assist with this.

Commented [RH9R8]: Create clause.

10.3 By law we have to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they cease being customers for tax purposes.

10.4 In some circumstances you can ask us to delete your data: see *your legal rights* below for further information.

10.5 In some circumstances we will anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

Purpose/Activity	Retention period	Additional information
To process and deliver your order including: a) manage payments, fees and charges; and b) collect and recover money owed to us.	7 years from date of last order.	
To manage our relationship with you which will include: a) notifying you about changes to our terms or privacy notice; and b) asking you to leave a review or take a survey.	1 year from date of last order.	
To enable you to partake in a survey.	1 year from date of last order.	
To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data).	1 year from date of last order.	
To deliver relevant website content and advertisements	1 year from date of last order.	

Commented [RH10]: How long will you hold this information?

Commented [RH11]: How long will you hold this information?

Commented [RH12]: How long will you hold this information?

Commented [RH13]: How long will you hold this information?

Commented [RH14]: How long will you hold this information?

to you and measure or understand the effectiveness of the advertising we serve to you		
To use data analytics to improve our website, products, marketing, customer relationships and experiences.	1 year from date of last order.	
To make suggestions and recommendations to you about goods that may be of interest to you.	1 year from date of last order.	

Commented [RH15]: How long will you hold this information?

Commented [RH16]: How long will you hold this information?

11. Your legal rights

11.1 Under certain circumstances, you have rights under data protection laws in relation to your personal data. Please click on the links below to find out more about these rights:

- 11.1.1 [Request access to your personal data.](#)
- 11.1.2 [Request correction of your personal data.](#)
- 11.1.3 [Request erasure of your personal data.](#)
- 11.1.4 [Object to processing of your personal data.](#)
- 11.1.5 [Request restriction of processing your personal data.](#)
- 11.1.6 [Request transfer of your personal data.](#)
- 11.1.7 [Right to withdraw consent.](#)

11.2 If you wish to exercise any of the rights set out above, please contact us.

11.3 You have the right to make a complaint at any time to the Information Commissioner's Office ("ICO"), the UK regulator for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

11.4 No fee usually required

11.4.1 You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we could refuse to comply with your request in these circumstances.

11.5 What we may need from you

11.5.1 We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

11.6 Time limit to respond

11.6.1 We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

12. **Glossary**

12.1 **Legitimate Interest** means the interest of our business in conducting and managing our business to enable us to give you the best service/product and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.

12.2 **Performance of Contract** means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract.

12.3 **Comply with a legal obligation** means processing your personal data where it is necessary for compliance with a legal obligation that we are subject to.

12.4 **Consent** means offering you a real choice and control over how we use your personal data.

12.5 YOUR LEGAL RIGHTS

12.5.1 You have the right to:

12.5.1.1 **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

12.5.1.2 **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

12.5.1.3 **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

12.5.1.4 **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

12.5.1.5 **Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:

- 12.5.1.5.1 If you want us to establish the data's accuracy.
- 12.5.1.5.2 Where our use of the data is unlawful but you do not want us to erase it.
- 12.5.1.5.3 Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims.
- 12.5.1.5.4 You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- 12.5.1.6 **Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- 12.5.1.7 **Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.