

# **Greathire Ltd - Privacy Notice**

#### What data we need

The personal data we collect from you includes wish lists, questions, queries or feedback you leave, including your email address, name and phone number if you contact us via <a href="www.greathire.com">www.greathire.com</a>

The legal basis for processing this data is contractual as it is necessary for us to take pre-contractual steps at your request.

#### Why we need it

- We collect data in order to respond to any wish lists you send to us
- To send product update emails to clients who request them

#### What we do with your data

The data we collect is held on our database.

We will not:

- Sell or rent your data to third parties
- Share your data with third parties for marketing purposes

We will share your data if we are required to do so by law – for example, by court order, or to prevent fraud or other crime.

# How long do we keep your data

We will only retain your personal data for as long as:

- It is need for the purposes set out in this document
- The law requires us to

### Children's privacy protection

Our services are not designed for, or intentionally targeted at, children 13 years of age or younger. We do not intentionally collect or maintain data about anyone under the age of 13.

#### Where your data is processed and stored

We design, build and run our systems to make sure that your data is as safe as possible at any stage, both whilst it's processed and when it's stored.

# How we protect your data and keep it secure

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your date – for example, we protect your data using varying levels of encryption.

# Your rights

You have the right to request:

- Information about how your personal data is processed
- A copy of that personal data
- That anything inaccurate in your personal data is corrected immediately

You can also:

- Raise an objection about how your personal data is processed
- Request that your personal data is erased if there is no longer any justification for it
- Ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests, please get in touch with us.

### Changes to this policy

We may change this privacy policy. In that case, the 'last updated' date at the bottom of this page will also change. Any changes to this policy will apply to you or your data immediately.

If these changes affect how your personal data is processed, Greathire Ltd will take reasonable steps to let you know.

#### Contact us or make a complaint

- Contact us if you have any questions about anything in this document
- Think that your personal data has been misused or mishandled

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