

# Privacy Policy

Effective Date: 21/5/18

We are Creative Art Products Ltd, T/A Scolaquip.

This policy tells you how we collect and use your “personal” data (that is, the information about any identified or identifiable living persons).

We collect and store certain information automatically when you interact with us: via the website, email, post, visits to trade stands and verbal communications. The information we collect can be your name, address, email address, bank account details and contact numbers.

Our website specifically requests that you agree to us collecting this data. We do not use Cookies on our site.

In line with the GDPR regulation, we have several legal bases for processing your personal data:

1. Performance of a contract with you: for data which is needed in order to provide you with goods or services.
2. Where you have provided consent, via the website, that we can contact you with information that we believe is relevant and of interest to you. Eg. Price lists and new products.

## How is your data stored?

Once data is received it is encrypted via SSL and backed up to external virtual storage.

## To whom do we disclose your personal data?

We do not sell on your data to any third party.

Payment/account details are supplied and shared with our banking partners.

If the Law requires your data may be used to prevent or detect any fraudulent or criminal activities and if we were requested, to submit data to law enforcing bodies or Courts.

Should we sell or merge with another business your retained data will be shared with the new owners. In the event of this you will be informed and have the opportunity to opt out of your data being retained by new entities.

### **How long do we keep your personal data?**

We will keep your personal data for as long as deemed necessary for the purpose it was collected.

We retain personal data from closed accounts in order to comply with legal obligations, enforce our terms and conditions, prevent fraud, collect any fees owed, resolve disputes, troubleshoot problems, assist with any investigations and take other actions as permitted by law.

We may, from time to time your personal data to contact you to check and cleanse our files, making sure you still consent to us holding your information.

### **What are your rights in relation to your personal data?**

You have the right at any time to access your personal data, to see what information we hold and or to amend it where relevant. You also have the right to object to us holding your data. To request a copy of your data please write to Scolaquip, 10 Dalton Way, Middlewich, Cheshire, CW10 0HU.