

PRIVACY POLICY UPDATED MAY 2018

WHO WE ARE

This is to inform you that Bourne Furniture complies with the General Data Protection Regulations (GDPR) 2018. This privacy policy is intended to give you confidence in the privacy and security of the personal information we obtain from you. Our website may contain links to third party websites, but please be aware that we are not responsible for any use of your personal data that may be accessed via these websites. We encourage our users to review the privacy policies available on these third-party sites.

WHY WE COLLECT DATA ABOUT YOU

In order to operate efficiently when dealing with enquiries and/or orders we need to be able to communicate with you. We may also send marketing information regarding new products or projects that we have worked on, in order to pursue our legitimate business interests.

WHAT DATA WE COLLECT ABOUT YOU

Personal Data we may hold about you includes: your name, postal address, email address and other contact details.

WHERE WE STORE YOUR INFORMATION

These details will be stored on an antivirus-protected computer system. We use a third party provider to deliver our newsletter, and we gather statistics around email opening and clicks using industry standard technology to help us monitor and improve our service. In the case of your subscription to our Newsletter service, your email address is stored securely with our mailing agency, and within a password protected spreadsheet on an internal database.

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

HOW LONG WE STORE YOUR INFORMATION FOR

The records we hold about you will be kept on our database until we receive notification that you wish your details to be removed.

YOUR RIGHT TO REQUEST THAT WE ALTER OR DELETE YOUR PERSONAL DATA

You have the right to alter or have deleted your personal data from our records; this will be done within 28 days from receiving your instructions in writing or via email to sales@bournefurniture.com. You can also unsubscribe from our mailings at any time by clicking the unsubscribe link at the bottom of our newsletter emails.

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you before collecting your data if we intend to use your data for such purposes.

SHARING YOUR PERSONAL DATA

We will not disclose your personal information to any other unauthorised organisation without your written permission, with the exception of our third party mailing agency, or a courier company we have commissioned to deliver items you have ordered from us.

COOKIES

This website uses cookies to provide basic functionality during your visit.

Cookies are small files saved to the users' computers hard drive that track, save and store information about the users' interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

We provide a cookie control system that enables you, on your first visit to our website, to allow or disallow the use of cookies on your computer/device.

It is possible that small amounts of data may be left on your computer/device after you have visited our site. Such data is inactive and can be deleted, if required.

All computers can block cookies by activating certain browser settings, but please note that if you decide to decline or disable cookies you may experience more limited access to certain parts of our site.

We make no use of advertisers on our site so have no need to enable the collection of any data to support them.

How to block cookies:

In Internet Explorer you can refuse all cookies by clicking Tools > Internet Options > Privacy and select > "Block all cookies"

In Firefox you can block all cookies by clicking Tools > Options and un-check "Accept cookies from sites" in the "Privacy" box.

In Chrome you can block cookies by going to Preference > Advanced > Privacy & Security > Content Settings > Cookies

In Safari you can block cookies by going to Preferences > Privacy > Block all cookies

Remember! Blocking cookies may impact on the usability of our website.

WHAT TO DO IF YOU ARE NOT HAPPY

If you are not happy with the way we have handled your personal data then please contact us in the first instance and we will endeavour to deal with your concerns.

If you are still not satisfied then you can contact the Information Commissioner's Office on: +44 (0) 303 123 1113

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page, and where appropriate, notified to you by email.