

Calabash Mint Supplier and Customer Privacy Policy

This privacy policy tells you

- Who we are – Calabash Awnings Limited (07176428), Calabash Mint Limited (07176387) and Calabash Management Limited (05120783).
- The name and contact details of our Data Privacy Manager: David Richardson, email: davidr@calabashmint.co.uk
- What we do with your data - how and why we collect, store, use and share your personal data and who we share it with. Using data is called “*processing*”.
- Your rights in relation to your data and how to raise an issue or complain.
- We only collect and process data that is necessary for us to be able to provide services to you.

What is personal data?

Any information relating to you as an identified or identifiable individual.

What is special category data ?

This is referred to in the Data Protection Act 1998 as sensitive personal information.

What data do we collect about you?

We collect the following personal data about you:

- Your name, business address, telephone number(s) and email address(es)
- Information relating to the matter on which you are seeking our services.
- Your bank and/or building society details so that we can remit settlement or other funds to you if appropriate

This personal data is required from you to enable us to provide our service to you. If you do not provide personal data we ask for, it may delay or prevent us from providing services to you.

How is your data collected?

We collect this information from you direct.

How and why do we use your data?

Under data protection law, we can only use your personal data if we have a proper reason for doing so, for example:

- to comply with our legal and regulatory obligations;
- for the performance of our contract with you or the business you represent;
- for our legitimate interests or those of a third party; or
- if you have given consent.

A legitimate interest is when we have a business or commercial reason to use your information, so long as this is not overridden by your own rights and interests.

The table below explains what we use your personal data for and our reasons for doing so:

What we use your personal data for	Our reasons
To provide professional services to you.	For the performance of our contract with you or the

- To be forgotten. Simply ask us to delete specific personal data. Please note that we may be unable to delete all data due to legal or regulatory requirements, but we may be able to suppress some elements of the data at your request;
- To restrict our processing your data to certain activities specified by you;
- To receive the personal data you provided to us in a structured, commonly used and machine-readable format and/or to transmit that data to a third party on your instruction;
- To object to the use of your data for direct marketing and certain other situations;
- Not to be subjected to automated decision-making including profiling. We do not carry out this activity.

For further information on each of those rights, including the circumstances in which they apply, please see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals' rights under the General Data Protection Regulation](#).

How can I exercise my rights?

If you would like to exercise any of those rights, please email, call or write to our Data Protection Officer giving us enough information to identify you (name and business you represent) and let us know which right you would like to exercise and which data the request relates to.

Security measures

We use appropriate security measures to prevent personal data from being accidentally lost or used or accessed unlawfully. We access to your personal data to those who have a genuine business need to access it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Data security breaches

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so. You can get information on how to protect yourself online from www.getsafeonline.org which is supported by HM Government and leading businesses.

Relevant law

Our use of your personal data is subject to your instructions, the EU General Data Protection Regulation (GDPR), other relevant UK and EU legislation and our professional duty of confidentiality.

Transferring your personal data out of the EEA

To deliver services to you, it is sometimes necessary for us to share your personal data outside the European Economic Area (EEA). These transfers are subject to special rules under European and UK data protection law.

How can I complain?

We hope that we can resolve any query or concern you may raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone: 0303 123 1113.

You can contact us at any time if you have any concerns.

Please contact our Data Protection Officer by post, email or telephone if you have any questions about this privacy policy or the information we hold about you.

We may change this privacy notice from time to time and will email you to inform you.

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