

This privacy policy sets out how Blueton Ltd uses and protects any information that you provide to us. Blueton Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement. Blueton Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 17<sup>th</sup> May 2018.

### **What we collect**

We may collect the following information:

- Name and job title
- Contact information including email address, postal address and mobile phone number.

### **What we do with the information we gather**

We require this information to provide you with a service from Blueton, and in particular:

- A quote for Blueton Ltd products.
- Invoicing (for example to your business or home address)
- Making contact with you (for example your mobile number or email address).
- We will never share your information to any other third parties except those listed below:
  - Consilium Ltd (our accountants)
  - Expert IT Solutions(IT consultants)
  - MailChimp (Names and email addresses for customer mailshots)
  - Bank of Scotland (Names and bank account details)

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold.

[Type text]

**“the name in site & street furniture”**

### **Data Retention**

We remove personal data from our files after 5 years of inactivity. We hold copies of invoices for 7 years in order to meet our obligations with HMRC – such invoices may contain a home address.

### **Your rights**

- You have the right to request a copy of the personal data we hold for you.
- You may withdraw consent for Blueton Ltd to use your personal data at any time.
- You have the right to request a correction to information that we hold about you.

### **Contacting us**

You can contact our data controller by calling our office on 01324 829661 or emailing [info@bluetonltd.com](mailto:info@bluetonltd.com)

[Type text]

**“the name in site & street furniture”**