



S&S Marketing Services Ltd
T/A Bedroom Image Business
Privacy Policy 2018

This privacy policy sets out how Bedroom Image uses and protects any information that you give Bedroom Image when you use this website or give personal information to the company.

Bedroom Image is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using Bedroom Image, then you can be assured that it will only be used in accordance with this privacy statement.

Bedroom Image may change this policy from time to time by updating this document. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 21/5/2018.

What we collect and when

We may collect the following information:

- Name, Address, demographic information such as postcode
- Contact information such as telephone numbers and email addresses

When we collect your data:

- When placing orders online
- When placing orders in store or over the phone
- When visiting our studios and factory
- Where CCTV is installed for the safety and security of customers and employees
- When engaging with us on social media, for example liking our post
- When contacting us with queries
- Over email or via our website

What we do with the information we gather

We require this information to understand your needs and provide you with a better service and for the following reasons:

- Internal record keeping
- We may use your information to contact you re your order, organising fitting dates or delivery / pick up dates
- We may use your details to find the delivery address, send items orders

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 collect online and instore. In certain circumstances

we may need to obtain and use your information, for example in the event of fraudulent or criminal activity.

How we use cookies

Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Bedroom Image uses traffic log cookies to identify which pages are being used. This helps us analyse data about we page traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. However, this may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website or in store it is up to you to voluntarily inform us that you do not want the information to be used by anybody for direct marketing purposes, other than that for the purposes of Bedroom Image.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@bedroomimage.co.uk.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

If you believe that any information we are holding on you is incorrect or incomplete, [please write to or email us as soon as possible, at the above email address. We will promptly correct any information found to be incorrect.

Subject access requests

All individuals who are the subject of personal data held by Bedroom image are entitled to:

- Ask **what information** the company holds about them and why.
- Ask **how to gain access** to it.
- Be informed **how to keep it up to date**.
- Be informed how the company is **meeting its data protection obligations**.

If an individual contacts the company requesting this information, this is called a subject access request.

Subject access request from individuals should be made by email, addressed to the data controller at info@bedroomimage.co.uk. The data controller can supply a standard request form, although individuals do not have to use this.

The data controller will aim to provide the relevant data within 14 days.

The data controller will always verify the identity of anyone making a subject access request before handing over any information.

Protecting Data

Any data paper copy is locked away in our head office with restricted access to only a few key members of staff. Files are then shredded as soon as they are no longer required. Our website is securely hosted with password protection that includes personal information and payment details. Portable devices are hosted with password protection in addition to all the information installed on all computers on our premises.

CCTV images are saved by exception only and are securely stored with restricted access.