

## PRIVACY AND COOKIES POLICY

Makers Design Limited, a company registered in England and Wales with company number 011267345 registered at 14 David Mews, Marylebone, London W1U 6EQ (“we/us/our”) are committed to protecting and respecting the privacy of, and personal information about, our customers and visitors to our website at makersfurniture.co.uk (the “Website”).

Use which together make up the basis on which we agree to make the Website available to you and your agreement regarding its permitted usage. In particular, this Privacy and Cookies Policy sets out the basis on which any personal data we collect from you, or that you provide to us, either as a customer or visitor to the Website, will be processed by us.

By visiting the Website or engaging us to carry out any type of work for you including all enquiries for the same, you are accepting and consenting to the practices described in this Privacy and Cookies Policy therefore please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the “Act”), the data controller is Makers Design Limited.

## **INFORMATION WE MAY OR OUR PARTNERS COLLECT FROM YOU**

We may collect and process the following data about you:

Information you give us: you may give us personal information about you when requesting a brochure, design meeting, attending an event or entering a competition on the Website or by corresponding with us by telephone, email, at a showroom or otherwise in order to engage us to carry out services for you. The information you give us may include without limitation your name, address, email address, phone number and other information which may be needed to provide our service to you. Makers Design is committed to protecting and respecting your privacy, and we will only use your personal information to administer your account and to provide the products and services you requested from us. From time to time, we would like to contact you about our products and services, as well as other content that may be of interest to you. If you consent to us contacting you for this purpose, you will be asked to complete a tick box to say how you would like us to contact you: for our newsletter, events and competitions, this would be marketing information and for any enquiries it would be one to one emails.

Information we collect about you: with regard to each of your visits to the Website, we may automatically collect the following information: – technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, browser type and version, browser plug-in types and versions, operating system and platform; – information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from the Website (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

Links on the Website to third party websites, including without limitation our list of “friends” whom we recommend and work with, will have their own privacy policies and we do not accept any responsibility or liability for the actions of these companies or their privacy policies. Please check their policies before you submit any personal data to them.

## **COOKIES**

We use cookies to distinguish you from other users. This helps us to provide you with a good experience when you browse and use the Website and also allows us to improve Website. By continuing to browse the Website, you are agreeing to our use of cookies.

We use the following cookies:

Strictly necessary cookies

Analytical/performance cookies

Functionality cookies

Targeting cookies

You are able to block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies this may impact the experience you have with the Website.

Uses made of the information

We use information held about you in the following ways:

Information you give to us:

To carry out our obligations that we promise to deliver and to provide you with the information and services that you request from us;

To contact you or for selected third parties to contact you for marketing purposes related to your design requirements;

To notify you about changes to MakersDesign, the services we offer or the Website;

To ensure that content from the Website is presented in the most effective manner for you and for your computer.

Information we collect or receive about you:

To administer the Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;

To improve the Website to ensure that content is presented in the most effective manner for you and for your computer;

To allow you to participate in any interactive features of the Website when you choose to do so; as part of our efforts to keep the Website safe and secure.

## **DISCLOSURE OF YOUR INFORMATION**

Disclosure by us: we may share your information with selected third parties including:

Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you.

Analytics and search engine providers that assist us in the improvement and optimisation of the Website.

Credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.

We may disclose your personal information to third parties:

In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.

Should Makers Design Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its clients and subscribers will be one of the transferred assets.

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms of Use and other policies or agreements; or to protect our rights, property, or safety or those of our clients. This includes exchanging information with other companies and organisations for the purposes of fraud and privacy protection or credit risk reduction.

## **WHERE WE STORE YOUR PERSONAL DATA**

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It may also be processed by staff operating outside the EEA who work for us. Such staff maybe engaged in, among other things, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy and Cookies Policy.

All information you provide to us is stored on our secure servers. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## YOUR RIGHTS AND ACCESSING YOUR INFORMATION

You have the right to ask us not to process your personal data for marketing purposes. We will inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by not ticking certain boxes on the forms we use to collect your data. For example; request a brochure, newsletter sign up and arrange a design meeting you do not need to tick the opt-in tick box, for marketing information which includes prize draws at events, competitions with third parties you will be given an opt in tick box. You can also exercise the right at any time by contacting us at [info@makersfurniture.co.uk](mailto:info@makersfurniture.co.uk)

We may need to validate your identity to fulfil your request.

You have rights to:

Request access to the personal data we hold about you (Data Access Request)

You may request access to a copy of the personal data we hold about you.

We can refuse to provide personal data where to do so may reveal another person's personal data or would otherwise negatively impact another person's rights.

Object to processing (Right to Object)

You may object to us using your personal data for marketing purposes. This includes any analysis we perform as part of our marketing activities. Once we receive and have processed your objection, we will stop using your personal data for these purposes.

Request a copy of your personal data (Data Portability)

Where you gave us the personal data directly or via the contract you have with us, and it was processed electronically, you can request the personal data we hold on you in a commonly used electronic format.

Request that your personal data is deleted (Right to be Forgotten)

Request that your personal data is deleted (Right to be Forgotten) You can ask us to delete the personal data we hold about you when it is no longer required for a legitimate business need or legal obligation, where you have withdrawn your consent or it is no longer required for the purposes it was collected.

Amend or correct your personal data (Right to Rectification)

If you believe that the personal data we hold about you is inaccurate, incorrect or incomplete, please contact us as soon as possible so we can update it.

#### Restrict the processing of your personal data (Right to Restrict)

You may ask us to restrict our processing of your personal data whilst we resolve any complaints you have about the way your personal data is used, require it for a legal claim, believe the personal data is not accurate, we no longer need the personal data, you have objected to the processing of your personal data or if you think our processing is unlawful but you do not want us to delete your personal data.

#### Rights in relation to consent (Right to Withdraw)

At any time, you may withdraw the consent you granted for your personal data to be used for marketing. When you withdraw your consent, it will not affect the lawfulness of any past activities we have undertaken based on the previous consent.

### **CHANGES TO OUR PRIVACY POLICY**

Any changes we may make to this Privacy and Cookies Policy in the future will be posted on this page without notice. Please therefore check back frequently to see any updates or changes.

### **CONTACT**

Questions, comments and requests regarding this Privacy and Cookies Policy are welcomed and should be addressed to [info@makersfurniture.co.uk](mailto:info@makersfurniture.co.uk).