

Full name of legal entity: Presentation Direct Ltd.

Postal address: Basepoint, Rivermead Drive, Westlea, Swindon SN5 7EX

Telephone number: 01793 313545

Presentation Direct Ltd we believe in establishing trust with our customers. The information that every customer supplies to us for ordering direct or online is kept strictly confidential and will not be sold.

In the course of our dealings with you, we will collect and process data, which contains personal information about you, in order to provide you with the goods and services you request and to support our ongoing relationship with you. This is considered lawful as we have a legitimate business interest.

This Privacy Policy describes in detail how we will use your personal information and how you can exercise your rights with respect to your personal information.

WHAT INFORMATION DO WE COLLECT?

The information below is referred to in this Privacy Policy as personal information:

Name

Email

Telephone number

Address

Product selection history

Purchases and purchasing habits

WHAT HAPPENS TO THE INFORMATION WE COLLECT?

Any and all data collected by us will be used in accordance with the General Data Protection Regulation 2018 (GDPR). The information collected will be used

To process orders

To process applications for credit agreements

To maintain records

To provide pre and after sales service

To comply with legal requirements

To contact you with legitimate interest, as defined by the ICO.

Deliveries – We may pass your information on to another organisation for the purpose of supplying/delivering products or services which have been ordered / requested.

IT – We may pass information to any outsource that we use solely for internal purposes, these include IT Support or any other organisation that provides a legitimate service to us. Only organisations that support and assist Presentation Direct Limited with our day to day activities will have monitored access to any data stores.

FINANCIAL INFORMATION

Except to verify credit/debit card information to complete your order, we do not store, use or release any credit/debit card or financial information for any purpose. Presentation Direct Ltd understands your concerns over Internet security.

YOUR RIGHTS

You are within your rights to request to view and/or remove any personal information we hold on you. In order to do so, please email sales@presentationdirect.co.uk. However, please note that removing data may impact our ability to conduct business with you.

You have the right to unsubscribe to any and all marketing material (in the form of email communications and direct mail campaigns) by choosing the unsubscribe button within the footer of all our electronic marketing communications.

POLICY CHANGES

If this Privacy Policy should change, the updated version will be posted so that you are always aware and up to date on our policies, what information we collect, how we use it, who we share it with and why we do so. The updated Privacy Policy will be seen to be in effect from the moment it is posted on our website.

This policy was last updated on 18th June 2019.

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