



PRIVACY NOTICE FOR WOODLAND KITCHENS (NI) LTD - WEBSITE

This Privacy Notice explains how Woodland Kitchens (NI) Limited ('we, us, our') handles and uses information we collect about you, when you use our website: www.woodlandni.com
This Privacy Notice is effective from 29th August 2019, but can be amended at any time.

We are the "data controller". This means that we are responsible for deciding how to hold and use personal information about you. Our address is 4 Portna Road, Rasharkin, Northern Ireland, BT44 8SX.

We will comply with the data protection principles set out in the law when handling your personal information. For further information on the data protection principles and the security measures put in place to protect your personal information, please contact a member of our HR Department.

1. What personal information about you is processed by us?

Woodland Kitchens (NI) Ltd believes it has a legitimate reason to collect your personal information in order to strategically support the business in providing you with better quality and a tailored service. We believe this legitimate reason does not undermine any of your fundamental rights or freedoms.

The personal information typically collected when you choose to use our website is:

- Name
- Contact information, inclusive of personal email address
- Geographical information such as postcode
- Recruitment information (including copies of proof of qualifications and other information included in a CV or cover letter, or as part of the application process).

2. How is your information used by us?

We may use your personal information in the following ways (this list is not exhaustive):

- Internal record keeping to aid strategic marketing
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.
- We may use the information to customise the website according to your interests.

3. Will you be subject to automated decision making?



Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and have notified you.

4. Who will your information be disclosed to?

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.

5. How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. 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.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order 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.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

6. Links to other websites

Our website may contain links to other websites that you may find 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.

7. What are your rights relating to your personal information?

Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing



purposes. 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@woodlandni.com

We will not sell, distribute or lease your personal information to third parties unless we have your permission to do so, or, are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting, if you tell us that you wish this to happen.

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

Under certain circumstances, by law, you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”).
- Request correction of the personal information that we hold about you.
- Request the erasure of your personal information.
- Request the restriction of, and objection to, processing of your personal information.
- Request the transfer of your personal information to a third party.

In addition, in the limited circumstances where you may have provided your consent to the processing of your personal information, you have the right to withdraw your consent at any time. To withdraw your consent, please contact the HR Department, in writing.

Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request. If you want to exercise any of the above rights, please contact the HR Department, in writing.

8. Who can you contact if you have concerns about our use of your personal information?

You retain the right to lodge a complaint about our management of your personal data with the Information Commissioner’s Office at <https://ico.org.uk/concerns/>