



Kerr Office Group
Workspace | Design Build Supply

Kerr Office Group

GDPR Data Protection Policy

Kerr Office Group, Unit 6, Glenmore Business Park, Southmead Close, Westmead, Swindon, SN5 7FP

Tel 01793 611900 Mob 07906 104711 Email sales@koguk.com Website www.koguk.com

2. GDPR CLIENT AND SUPPLIER DATA PROTECTION POLICY

This privacy notice describes how we collect and use personal information about you while we provide services to you and afterwards, in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. In terms of this legislation we are a “**data controller**”. This means that we are responsible for deciding how we hold and use personal information about you. We are legally required to notify you of the information contained in this privacy notice.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

2.1. Information we may collect from you

We will collect and process the following data about you:

- **Information you give us.** This is information about you that you give us by filling in our request forms, or by corresponding with us by phone, e-mail or otherwise and includes information you provide when you register to use our services or provide us with services, when you provide us with information requested by us for your identity, and in the event of reporting a problem with our services. The information you give us may include your name, address, e-mail address, phone number and any comments or information you provide.
- **Information we collect about you.** With regard to each of your visits to our 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, time zone setting, 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 our site (including date and time), services 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 and any phone number used to call us.

By collecting this information we ensure that content from the website is presented in the most effective manner for you and for your computer.

2.2. How we use your information

We use information held about you in the following ways:

Information you give to us; We will use this information:

- To carry out our obligations arising from any agreements entered into between you and us and to provide you with the information, products and services that you request from us;
- To send emails for the purposes of providing any services, products, competitions or promotions to you, including in relation to account management;
- To provide you with marketing information about other services or products we offer that are similar to those that you have already enquired about, or services or products you have consented to receiving; and/or
- To notify you about changes to our services and/or products.

Information we collect about you. We will use this information:

- To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- To improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- To allow you to participate in interactive features of our site, when you choose to do so;
- As part of our efforts to keep our site safe and secure;
- To measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you were permitted; and/or
- To make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

Information we receive from other sources:

- We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

2.3. Using your information in accordance with data protection laws

Data protection laws require that we meet certain conditions before we are allowed to use your data in the manner described in this Data Protection Policy. We take our responsibilities under data protection laws extremely seriously, including meeting these conditions. To use your personal data, we will rely on two conditions, depending on the activities we are carrying out:

Consent:

- We may provide you with marketing information about our services or products where you have provided your explicit consent for us to do so.

Legitimate interests:

- To use your personal data for any other purpose described in this Data Protection Policy, we will rely on a condition known as "legitimate interests". It is in our legitimate interests to collect your personal data as it provides us with the information that we need to provide our services to you more effectively. Effectively, this requires us to carry out a balancing test of our interests in using your personal data (for example, in order to provide you with the information, products and services that you request from us), against the interests you have as a citizen and the rights you have under data protection laws (for example, to not have your data sold to third party marketing companies without your knowledge, or store your personal data in insecure or unstable countries or regions). The outcome of this balancing test will determine whether we can use your personal data in the ways described in this Data Protection Policy (except in relation to marketing, where we will always rely on your explicit consent). We will always act reasonably and give full and proper consideration to your interests in carrying out this balancing test.

2.4. How long we keep your information for

When your data is no longer required for the purposes listed above, we will delete it as soon as possible but, in any event, within 15 years.

2.5. Disclosure of your information

We may share your personal information with any member of Kerr Office Group, which means we will only disclose your information to:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
- Members of the Kerr Office Group and third party suppliers and service providers for the purposes listed under **How we use your information** above;
- Selected third parties so that they can contact you with details of the services that they provide, where you have expressly opted-in/consented to the disclosure of your personal data for these purposes;
- Analytics and search engine providers that assist us in the improvement and optimisation of our site; and
- Law enforcement or fraud prevention agencies, as well as our legal advisers etc.

2.6. We will disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets;
- If we, or substantially all of our assets, are acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets;
- In order to enforce or apply our website terms of use;
- to protect the rights, property, or safety of us, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction; and
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation or regulatory requirements, or otherwise for the prevention or detection of fraud or crime.

3. YOUR RIGHTS

You have a number of rights under data protection law in relation to the way we process your personal data. These are set out **below**. You may contact us using the details on our website (or by contacting us directly – details **below**) to exercise any of these rights, and we will respond to any request received from you within one month from the date of the request.

Please address any questions, comments and requests regarding our data processing practices to:

Mr Alex Kerr
 Kerr Office Group
 6 Glenmore Business Park
 Southmead Close
 Westmead
 Swindon, SN5 7FP

E: sales@koguk.com T: 01793 611900

No.	Description of right
1.	A right to access personal data held by us about you.
2.	A right to require us to rectify any inaccurate personal data held by us about you.
3.	A right to require us to erase personal data held by us about you. This right will only apply where (for example): we no longer need to use the personal data to achieve the purpose we collected it for; or where you withdraw your consent if we are using your personal data based on your consent; or where you object to the way we process your data (in line with Right 6 below).
4.	A right to restrict our processing of personal data held by us about you. This right will only apply where (for example): you dispute the accuracy of the personal data held by us; or where you would have the right to require us to erase the personal data but would prefer that our processing is restricted instead; or where we no longer need to use the personal data to achieve the purpose we collected it for, but you require the data for the purposes of dealing with legal claims.
5.	A right to receive personal data, which you have provided to us, in a structured, commonly used and machine readable format. You also have the right to require us to transfer this personal data to another organisation, at your request.
6.	A right to object to our processing of personal data held by us about you (including for the purposes of sending marketing materials to you).
7.	A right to withdraw your consent, where we are relying on it to use your personal data (for example, to provide you with marketing information about our services or products).

DIRECTOR SIGN OFF: Mr Jonathan Kerr

Signature:

Date: