

T Dore Design respects your right to privacy. We are committed to meeting the requirements of the General Data Protection Regulation (GDPR) and our Privacy Policy summarises what personal information we may collect, how we may use this information, and other important message relating to your privacy and data protection from 25th May 2018.

Information Covered by this Policy

This policy covers all personal information collected and used by T Dore Design. In this policy “personal information” means information that (either in isolation or in combination with other information held by us) enables you to be identified as an individual or recognised directly or indirectly.

General Principles of T Dore Design’s Collection, Use and Disclosure of Personal Information

Whenever we collect personal information T Dore Design will:

- provide timely and appropriate notice to you about our data practices
- collect your personal information only for specified and legitimate purposes. The information we collect will be relevant, adequate and not excessive for the purpose it is collected
- process your personal information in a manner consistent with the purposes for which it was originally collected or to which you have subsequently consented
- take commercially reasonable steps to ensure that your personal information is reliable for its intended use, accurate, complete and, where necessary kept up to date
- not use your personal information for direct marketing purposes without giving you an opportunity to opt out
- take appropriate measures by contract, or otherwise, to provide adequate protection for personal information that is disclosed to a third party by necessity to fulfil contractual obligations

Personal Information T Dore Design Collects

We may collect the following types of personal information from different sources detailed below:

Information you provide

- Contact information such as name, company name, address, email address and telephone number
- Information about your preferences, such as your preferred methods of communication

Information we collect about you

When someone visits www.tdoredesign.co.uk we use a third party service, Google Analytics, to collect internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it. For more information on how Google collect and use data when you visit our website please visit:

www.google.com/policies/privacy/partners/

T Dore Design’s lawful basis for processing your personal data

The lawful basis for T Dore Design’s processing of your personal data will depend on the purposes of the processing. For most personal data processing activities covered by this Privacy Policy, the lawful basis is that the processing is necessary for T Dore Design’s legitimate business interests. Where we process personal data in relation to a contract, or a potential contract, with you, the lawful basis is that the processing is necessary for the performance of our contract with you or to take steps at your request prior to entering into a contract. When we are required to share personal data with law enforcement agencies or other governmental bodies, we do so on

the basis that we are under a legal obligation to do so.

For further information on your rights regarding your data visit the ICO website at:

<https://ico.org.uk/>

Access to personal information

In accordance with GDPR, T Dore Design will be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'Subject Access Request' under the General Data Protection Regulation. If we do hold information about you we will:

- give you a description of it
- tell you why we are holding it
- tell you who it could be disclosed to
- let you have a copy of the information in an intelligible form

If you make a request to exercise your rights, we will respond within one month, but have the right to extend this period by two additional months, where necessary. If we extend the response period, we will let you know within one month from your request.

For further information on how to request your personal information go to the ICO website at:

<https://ico.org.uk/for-the-public/personal-information/>

Supervisory Authority

T Dore Design will use its best efforts to address and settle any requests or complaints brought to its attention. In addition, you have the right to approach the competent data protection authority with requests or complaints. This can be the supervisory authority in the country where you live. The overall competent supervisory authority for T Dore Design is:

Information Commissioner's Office (ICO)

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email

We will monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy notice

Changes to this Privacy Policy will be posted on this site, along with information on any material changes. T Dore Design reserves the right to update or modify this Policy and any Specific Privacy Statements at any time and without prior notice. Any modifications will apply only to the personal information we collect after the posting