

# Harrison and Rowley Ltd t/a Britannia Pink and Jones – Privacy Policy

## Terms and Conditions

Welcome to our website. If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern Harrison and Rowley Ltd t/a Britannia Pink and Jones's relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website.

The term 'Britannia Pink and Jones' or 'us' or 'we' refers to the owner of the website whose registered office is Britannia House, Alington Road, Eynesbury, Little Barford, St. Neots, PE19 6YH. Our company is registered in the UK under registration number 17494412. The term 'you' refers to the user or viewer of our website.

The use of this website is subject to the following terms of use:

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- Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.
- From time to time, this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.

## **The Data We Collect (Data Protection)**

The Company limits the use of personal information to the purposes identified and for which the individual has provided implicit or explicit consent. The Company retains personal information for only as long as necessary to fulfil the stated purposes or as required by law or regulations and thereafter appropriately disposes of such information.

The following rules apply regardless of whether data is stored electronically, on paper or on other materials.

- We shall determine what personally identifiable information is collected, how it is used and with whom it may be shared;
- All information will be kept secure and not disclosed to another organisation without the individual's consent;
- Personal data will be obtained only for the purpose specified and should be adequate, relevant and not excessive for the purposes required;
- Data should be regularly reviewed and updated; if no longer required, will be deleted and disposed of; timeframes of which are available upon request.
- Individual's may request details of personal information which we hold at any time, and can be deleted upon request;
- Personal data is used only to meet our operational needs or fulfil legal requirements, we will not sell, distribute or lease personal information to third parties unless we have permission or are required by law to do so;
- We shall provide adequate security measures to protect personal data;
- We shall take steps to ensure that personal data is up to date and accurate;

## **Onsite CCTV**

# Harrison and Rowley Ltd t/a Britannia Pink and Jones – Privacy Policy

Britannia Pink and Jones, situated at Unit 12 Pytchley Business Park, Orion Way, Kettering, NN15 6NP utilises a comprehensive CCTV system which operates on continuous record. All images are kept for a period no longer than 28 days until the data is overwritten. This period is activity and system set-up dependant.

Data stored locally and is accessible remotely for staff members only, and only used for the safety of out of hours visitors, whilst the offices are closed.

Images of staff and visitors will be captured and may be used for crime prevention and crime detection as well as for the safety of all customers and staff whilst accessing the premises. This CCTV is active 24 hours a day, 7 days a week.

Unless prior consent from staff or customers have been given, we shall not utilise any images captured for marketing, publication or communication to any external sources.

## **Complaints**

Please contact us should you have complaint regarding our Privacy Policy; the company takes privacy matters extremely seriously and will fully investigate and attempt to resolve all issues.

We shall regularly review data protection procedures and guidelines within the organisation.