

# Salom Europe Limited Data Protection Policy

Last updated	23 <sup>rd</sup> April 2021
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This policy is intended to comply with the;

- General Data Protection Regulation 2016/679 on data protection and privacy in the European Union and the European Economic Area.
- UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018.

## Our contact details

Name: Salom Europe Limited

Address: Power House, Charnham Lane, Hungerford,

Phone Number:

E-mail: [info@salomeurope.com](mailto:info@salomeurope.com)

## The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Order details (for example, purchase history and delivery address)

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Product purchase and delivery

We also receive personal information indirectly, from the following sources in the following scenarios:

- Marketing agencies

We use the information that you have given us in order to process orders, conduct market research and develop new business.

We may only share this information within the Salom business.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent.  
You are able to remove your consent at any time. You can do this by contacting us at any of the contacts provided at the head of this document.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a legitimate interest.

### **How we store your personal information**

Your information is securely stored in Inventory Management Software servers and Business PC's e-mail software.

We keep personal information for an unlimited period, archived annually. We will dispose your information by deleting the data from all systems upon request.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at any of the contact details provided at the head of this policy if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at any of the contact details provided at the head of this policy.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>