

Tuttoparquet recognises the importance of protecting the privacy of information. In processing the information you supply us, we adhere to the requirements of the Data Protection Act 1998 as well as the Privacy and Electronic Communications (EC Directive) Regulations 2003 and the General Data Protection Regulation 2018.

Who we are and how to contact us

Tutto Parquet Limited ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Our registered office is at Unit 6-7 Arrow Business Centre - 19-21 Aintree Road - Perivale - UB6 7LA and we are a company registered in England and Wales under company number 2978091.

If you have any questions about how we process your personal information please get in touch with us at: Tuttoparquet, Unit 6-7 Arrow Business Centre - 19-21 Aintree Road - Perivale - UB6 7LA - Tel: 02074358282 or email:

info@tuttoparquet.co.uk.

Information That We Collect

Tuttoparquet processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect is detailed below:

- Identity Data
- Including First Name/Last Name, Physical Address, Email Addresses, Telephone numbers
- Marketing and Communications Data
- We do not collect any special categories of personal data about you such as ethnicity, religious beliefs, health and genetic data.

We collect information in the below ways:

- You may give us your identity and contact data by filling in forms or by corresponding with us by post, phone, email or otherwise.
- As you interact with our website, we may automatically collect technical data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, and other similar technologies. We have a cookie policy on our website.

How We Use Your Personal Data

We will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. The purposes and reasons for processing your personal data are detailed below:

- We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address
- We collect and store your personal data as part of our legal or regulatory obligation
- We will occasionally send you product updates, promotions and general business updates by email and post that have been identified as being beneficial to our customers and in our interests. Such information will be relevant to you as a customer and is non-intrusive. It is therefore processed on the grounds of legitimate interests, and you will always have the option to opt-out/unsubscribe at any time.

Personal information collected from other sources

If you give us personal information about someone else, you must do so only with that person's authorisation. You should inform them how we collect, use, disclose, and retain their personal information according to our privacy notice.

How we might share your personal information

We will only disclose your personal information to other organisations in order to facilitate the progress of your order, this may include third party delivery companies. This disclosure may be required in order to undertake delivery of the goods ordered and is so undertaken on a contractual basis. We attempt to minimise the amount of personal information we disclose to what is directly relevant and necessary to accomplish the specified purpose.

All third party processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Your Rights

- You have the right to access any personal information that Tuttoparquet processes about you and to request information about:
 - What personal data we hold about you
 - The purposes of the processing
 - The categories of personal data concerned
 - The recipients to whom the personal data has/will be disclosed

How long we intend to store your personal data for

If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request removal of your personal data or to restrict processing (where applicable) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Safeguarding Measures

Tuttoparquet takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: TLS, restricted access, IT authentication, firewalls, anti-virus, anti-malware, vulnerability scanning.

Transfers Outside the EU

Personal data in the European Union is protected by the General Data Protection Regulation (GDPR) but some other countries may not necessarily have the same high standard of protection for your personal data. Tuttoparquet does not transfer or store any personal data outside the EU.

Consequences of Not Providing Your Data

You are not obligated to provide any additional personal information to Tuttoparquet however this may limit our capability to progress an insurance claim.

Legitimate Interests

As noted in the 'How We Use Your Personal Data' section of this notice, we occasionally process your personal information under the legitimate interests' legal basis. Where this is the case, we have carried out a thorough Legitimate Interests' Assessment (LIA) to ensure that we have weighed your interests and any risk posed to you against our own interests; ensuring that they are proportionate and appropriate.

How Long We Keep Your Data

Our retention of data is in accordance with our legal and contractual requirements. Tuttoparquet only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Security

We are committed to ensuring that your information is secure. Unfortunately no data transmission over the Internet is 100% secure. As a result, while we strive to protect your information, we cannot ensure and do not warrant the security of any information you transmit to us via our website and you do so at your own risk.

Linked Websites

We may link to other websites which are neither within our control or ownership (including websites belonging to Suppliers) ("Linked Websites"). Once you have left our website, we cannot be responsible for the protection and privacy of any information which you provide at the Linked Websites. You should exercise caution and look at the privacy statement applicable to the website in question. We provide these links as a convenience, and the inclusion of any link does not imply endorsement by us of the site or the views, practices or information contained on the site, or any association with its operators. By making use of such links, you understand that the legal statement and the privacy policy will apply which may be different from those of ours.

Cookies

We use cookies for certain areas of our website. Cookies are files that store information on your hard drive or browser that means that our website can recognise that you have visited our website before. They make it easier for you to maintain your preferences on the website, and by seeing how you use the website. We can tailor the website around your preferences and measure usability of the website.