

## Privacy Policy

This web site is owned by Cavendish Bespoke Ltd, a company registered in England, number 7995326. The registered office: 3rd Floor 14 Hanover Street, London, W1S 1YH. Tel: 01483 243 577.

Cavendish Bespoke may change this policy from time to time by updating this page. You should check this page from time to time to ensure you are happy with any changes. This policy is effective from 24th May 2018.

Cavendish Bespoke respects your privacy and we are committed to protecting your personal data. This privacy notice explains how we use any personal information we collect about you from publicly available records and when you use this website.

### Topics:

1. What information do we collect about you?
2. How will we use the information about you?
3. Access to your information and correction
4. How long will you use my personal data for?
5. How to contact us

#### 1. What information do we collect about you?

Personal data, or personal information, meaning any information about an individual from which that person can be identified and contacted.

We collect information about you when you contact us about our services or when you make an enquiry about our services via email or telephone, or from publicly available records.

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with an answer to an enquiry).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

#### 2. How will we use the information about you?

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To respond to your enquiry submitted on the site or via phone.
- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

- Where we need to comply with a legal or regulatory obligation.

Cavendish Bespoke will not share your information for marketing purposes with any other companies.

### **3. Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address. We may make a small charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Any data we collect stored within our Customer Relationship Management (CRM) system, Sharepoint.

### **4. How long will you use my personal data for?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

### **5. How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

By email at [info@cavendishbespoke.co.uk](mailto:info@cavendishbespoke.co.uk)

- Or write to us at: Cavendish Bespoke Ltd, 3000 Cathedral Hill, Guildford, GU2 7YB.