

For the purpose of the General Data Protection Regulation 2016, Blue Ginger (UK) Ltd of Low Rigg, Allenheads, Hexham, NE47 9JE is a data controller.

### **Information we store and process**

- Full Name
- Postal Address
- Email Address
- Contact Number
- Business Name
- Website URL

We may also keep a record of data when you enter into correspondence with us by email, post, telephone or face to face meetings.

### **Retention & Deletion**

We will securely store your information while we continue to work with unless you specifically ask us to remove your personal information. You can do this at any time by calling us on 01434 400490 or you can email your request to [privacy@blueginger.co.uk](mailto:privacy@blueginger.co.uk). You can submit a data access request at any time by contacting us.

If we stop working together we will continue to store your information however you can request that we remove your personal data by contacting us at any time.

You have the right to request the correction of any incorrect data we may hold. You also have the right to request to be forgotten and can request this at any time by contacting us.

### **Cookie Policy**

Our website uses cookies, which are small data files, on your computer or mobile device. Over 90% of all websites use cookies.

Cookies are used to allow us to provide you with a high quality website, and to collect information about browsing activity.

By using and browsing our website, you consent to cookies being used. If you do not consent to the use of cookies, you should disable these within your web browser or refrain from using the Blue Ginger website.

### **Storage of Data**

Data is stored in our own IT systems or in 3rd party systems provided by suppliers who have a GDPR policy in place. We will not share personal data with a third party



other than our approved suppliers whose systems or services are critical to the running on the business.

Transmission of electronic data can never be 100% secure and as a result we cannot guarantee the safety of data transmitted between us. We employ up to date anti-virus systems and firewalls to protect our data/network. We actively apply security/software updates to our internal IT systems to ensure they receive all available system/security update patches.

### **Where we provide Web Hosting services**

Web hosting is provided by an ISO9001 3rd party supplier who has a GDPR policy in place. Software updates and strong security passwords are critical to the health of your website.

### **How we use your Personal Data**

We use your data to allow us to work together and to fulfil our contractual duties. We also use your personal data for correct and accurate billing purposes. We may use your personal data to notify you of goods and services which we believe are of interest. We will not sell or share your personal information to 3rd parties for marketing purposes.

### **Sharing Your Information**

We may share your information with our approved suppliers where the sharing of your personal data is intrinsic to the running of our business or the fulfilment of our contract. Examples include, but may not be limited to: accounting software providers, providing a delivery address to our approved printing partners or sharing your information with solicitors where legal action is required. We will also share your information with any legal or regulatory body where we are duty bound to do so.