

Privacy & Cookie Policy

Grade Six Supplies Ltd. is committed to respecting and protecting the privacy of anyone using our site and the confidentiality of any information that you provide us with. The purpose of this statement is to set out how we use any personal information that we may obtain from you.

This privacy statement is dated 02/04/2020. You may download a pdf copy of this privacy statement [here](#).

Grade Six Supplies Ltd is the data controller for personal data about clients, prospective clients and newsletter subscribers. We are registered with the office of the Information Commissioner (ICO) Registration number: Z8746741.

We do not trade personal data for commercial purposes and will only disclose it if required by law or as necessary to fulfil any contract between ourselves and you as a client, or otherwise with your consent.

To contact Grade Six Supplies Ltd. with a data protection query regarding the processing of your personal data, please use the [contact us](#) feature on our website or email customerservices@gradesixsupplies.com.

Details of our processing

We believe that all our processing is justified on the basis of our legitimate interests in running and promoting the business, our contractual requirements to deliver the agreed services to you, and our legal obligations. The exception is for sending email marketing which we carry out on the basis of consent. If you would like to know more, please read below:

Clients

As a client, we will hold the following information about you:

- Name and contact information.
- Billing and payment information.

We use your personal data when it is in our legitimate interests for internal purposes associated with maintaining our business. We use your information to invoice you, and to keep track of payments that you make.

We currently use third-party online tools:

- Quickbooks (Intuit Ltd.) are our accounting software suppliers whose privacy policy can be seen here: <https://quickbooks.intuit.com/uk/privacy-policy/>
- Paypal who are our payment gateway provider. Their privacy policy can be seen here: <https://www.paypal.com/webapps/mpp/ua/privacy-full>

We will retain information about you for the duration of our relationship with you and then for as long as any relevant statute dictates.

Contacting us via social media

We use a third-party provider, Buffer, to manage our social media interactions. If you send us a private or direct message via social media the message will be stored by Buffer for three months. It will not be shared with any other organisations.

Visitors to our Website

When you visit our website we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to various parts of the website. The information is only processed

in a way which does not identify anyone. To opt-out of being tracked by Google Analytics across all websites visit: <http://tools.google.com/dlpage/gaoptout>

E-Newsletter

We use a third-party provider, Createsend.com, to deliver our e-newsletters. We gather statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our e-newsletter. For more information, please see <https://createsend.com/policies/csaup/#cs-privacy-notice>.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. By using our website, you consent to our use of cookies, if you do not consent to their use, please disable them by changing the appropriate settings in your internet browser. Unless you have set your browser to block cookies, this site will place the following cookies on your computer:

Strictly necessary cookies. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services. ·

Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

Functionality cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

The main cookies that we use provide us with valuable data about our website. These are from Google Analytics and are completely anonymous, telling us information such as how many people have visited our website and which pages are the most popular. This allows us to ensure that our website is doing its job and make improvements to help you use the site. This information is really useful to us, but if you would like to opt out, you can do so at <http://tools.google.com/dlpage/gaoptout>.

Our website is built using technology by Aspdotnetstorefront and this also uses cookies that help the site to work better for you and monitors the pages that you visit. Again, this is completely anonymous and is stored on your computer for a very short period of time.

We also link to other websites such as Twitter and facebook. We're pretty sure that they use the same kind of cookies but as these sites are not controlled by us, we cannot guarantee the cookies that they are using and suggest that you read their privacy policies to be absolutely sure.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org or www.allaboutcookies.org.

Security. We endeavour to take all reasonable steps to protect your personal information. All the data collected by us is stored on secure servers. The secure server software encrypts all information you input before it is sent to us.

Your Rights As an individual whose personal data is processed by Grade Six Supplies Ltd you have these rights:

- The right to be informed, which is what this privacy policy is for.
- The right to access what data we hold about you.

- The right to object to direct marketing – either use the unsubscribe option or contact us directly.
- The right to object to processing carried out on the basis of legitimate interests.
- The right to erasure (in some circumstances).
- The right to data portability.
- The right to have your data rectified if it is inaccurate.
- The right to have your data restricted or blocked from processing.

If, at any time, you want to verify, update or amend your personal data please email customerservices@gradesixsupplies.com

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office (hyperlink <https://ico.org.uk/>).

Changes to this privacy notice We keep our privacy notice under regular review. From time to time we may need to update this privacy notice so do revisit.