

## **Privacy Policy –**

Your privacy and the security of your information is important to us. The following statement applies to information you give to Team Ware Ltd, Team World Ltd and our associated web brands and websites in the course of making an order or enquiry via any means, verbally or in writing.

### **What data we collect:**

Your name, company name, address, email and telephone numbers.

Your order history including products purchased, pricing and artwork.

Your questions, queries or feedback.

Your subscription preferences if you specifically sign up to hear from us.

Your payment details including bank account number and sort code if you are a supplier.

In addition to the data we collect, our bank, electronic payment providers, e-commerce hosts and digital marketing service providers may also collect extended data that we have access to but will not keep ourselves, including:

Your I.P. address, and details of which version of web browser you used with our websites.

Information on the type of devices you use to access our websites.

Information on how you use our websites, using cookies and page tagging techniques.

Other personal and payment information that you have allowed these services to share with us.

### **Why we need it:**

We are required by law to keep contact and order history information to conform to business accounting and HMRC record keeping regulations.

We use questions, queries, feedback, order history, pricing and artwork information to develop and improve our products and services.

We use information from social media platforms and digital marketing services, for example google analytics, to ensure we are presenting the most relevant products and services.

### **We will not:**

Sell, rent or pass on your data to third parties unless we are required to do so by law.

### **How long we keep your data:**

As long as it is needed for the purposes described.

As long as the law requires us to.

**Children's privacy protection:**

Our services are not designed for, or intentionally targeted at, children. We do not intentionally collect or maintain data about anyone under the age of 18.

**How we protect your data and keep it secure:**

We have set up systems to prevent unauthorised access or disclosure of your data.

We protect your data using password protection and encryption.

We ensure that any third parties that keep personal data on our behalf do so securely.

**Your rights:**

You may request a copy of that personal data.

You may request that anything inaccurate in your personal data is corrected immediately.

You may request that your personal data is erased.

**Changes to this policy:**

We may change this privacy policy to ensure we are doing the best we can to protect your data and ensure that we are conforming to current legislation.

**Contact details:**

If you have any questions, or wish to make a request regarding your personal data, please contact:

Teamware Ltd, Maylands Business Centre, Redbourn Road, Hemel Hempstead. HP2 7ES. Or email [studio@team-ware.co.uk](mailto:studio@team-ware.co.uk).

**Effective 25<sup>th</sup> May 2018**