

Effective Date of Current Policy: 25th May 2018

IRC Interiors Limited and its affiliates (“We”) are committed to protecting and respecting the privacy of our website visitors.

This privacy policy applies when you visit this website and sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting this website you are accepting and consenting to the practices described in this policy.

For the purpose of EU data protection laws, the data controller is IRC Interiors Limited Limited of 1000 Lakeside North Harbour, 1000 Western Rd, Portsmouth PO6 3EN

Information we collect from you

We do not collect any personal information from you through our website except as described below. Personal information is any information that personally identifies you or from which you are identifiable, such as your name, postal address, e-mail address, or credit card information. We will collect and process the following data about you:

- **Information you give us.** This is information about you that you give us by filling in forms on our site <http://ircinteriors.co.uk/> (**our site**) or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to use our site, subscribe to our service, search for a product, participate in discussion boards or other social media functions on our site, enter a competition, promotion or survey, and when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number. You are under no obligation to provide any such information. However, if you should choose to withhold requested information, we may not be able to provide you with certain services.
- **Information we collect about you.** With regard to each of your visits to our site we will automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), products you viewed or searched for' page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call our customer service number.
- We may use service providers to facilitate our services and perform functions on our behalf, such as providing technical, analytical and hosting functions for our website. We may also share your personal information with our affiliates and our advisers. These companies and individuals may have access to your personal information we collect through our website, as permitted by law and as needed to perform their functions in compliance with our privacy practices and policies of Northwood, but may not use it for any other purpose. We require that these companies and individuals otherwise keep this information confidential. Northwood reserves the right to transfer any and all information that we collect from users, or that we otherwise collect in connection with the website, including, without limitation, to third parties, in the event of any liquidation or dissolution, or a sale or transfer of assets or of any portion of, our business. We will not otherwise share your personal information, except as required by law, requested by governmental entity or law enforcement authority, subpoena, court order or discovery request, or when we otherwise believe in good faith that such disclosure is necessary or appropriate in connection with any activity that violates the law (including relating to intellectual property, fraud, contracts and privacy) or may expose us to liability. We can (and you authorize us to) disclose any of your information in such circumstances.

Google Analytics

When someone visits our site, 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 such things as the number of visitors to the various parts of our website. This information is only processed in a way that does not identify anyone. You can view

Google's own privacy policy by click [this link](#). You can choose to opt out of your browsing data being used by Google, by following this [opt-out link](#).

Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use and the purposes for which we use them see our [Cookie Policy](#).

Uses made of the information

We use information held about you in the following ways:

- **Information you give to us.** We will use this information:
 - to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
 - to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
 - to notify you about changes to our service;
 - to ensure that content from our site is presented in the most effective manner for you and for your computer;
 - to comply with applicable laws, regulations or codes of practice.
- **Information we collect about you.** We will use this information:
 - to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
 - to allow you to participate in interactive features of our service, when you choose to do so;
 - as part of our efforts to keep our site safe and secure;

- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
 - to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.
- **Information we receive from other sources.** We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

Disclosure of your information

You agree that we have the right to share your personal information with:

- Any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.
- Selected third parties including:
 - business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
 - advertisers and advertising networks that require the data to select and serve relevant adverts to you and others. We do not disclose information about identifiable individuals to our advertisers, but we will provide them with aggregate information about our users. We may also use such aggregate information to help advertisers reach the kind of audience they want to target. We may make use of the personal data we have collected from you to enable us to comply with our advertisers' wishes by displaying their advertisement to that target audience;
 - analytics and search engine providers that assist us in the improvement and optimisation of our site.

We will disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of IRC Interiors Limited, our customers, tenants, or others. This includes exchanging

information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Where we store your personal data

The data that we collect from you will be transferred to, and stored at, a destination outside the European Economic Area (“EEA”). It will also be processed by staff operating outside the EEA who work for us or for one of our suppliers. This includes staff engaged in, among other things, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

You are solely responsible for complying with all local laws, rules and regulations regarding online conduct and website access. When you are located in the EEA, personal information collected from you, including via the website, will be transferred to recipients in countries located outside the EEA, (including the United States where this website is hosted) which do not provide a similar or adequate level of protection to that provided by countries in the EEA. You hereby expressly consent to the transfer of your personal information to recipients, as described in this Privacy Policy, which are located outside the EEA. You can withdraw your consent at any time. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

The security of your information is important to us. We employ several different technical, administrative and physical security measures to protect any personal information you provide through our website from unauthorized access or use. You should be aware, however, that “perfect security” does not exist on the Internet, and there is always the risk that unauthorized persons may access or use your personal information. You use our website and send us such information at your own risk. We retain your personal information for as long as necessary to fulfil the purposes for which such personal information was collected and in compliance with applicable laws or otherwise for a period of 26 months.

Your rights

Individuals in the EEA (“European Economic Area”) have certain data subject rights which may be subject to limitations and/or restrictions. These rights include the: (i) right to request access to and rectification or erasure of their personal information; (ii) right to obtain restriction of processing or to object to processing of their personal information; and (iii) the right to data portability. Individuals in the EU also have the right to lodge a complaint about the processing of their personal information with their local data protection authority.

If you have any questions as to this Privacy Policy, or wish to notify us of any errors or changes as to any personal information you provide us through this website, or if you are based in the EEA and would like to exercise your data subject rights, you can e-mail us at any time by contacting us at info@ircinteriors.co.uk.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Changes to our privacy policy

Any changes we make to our privacy policy in the future will be posted on this page. You may determine if this Privacy Policy has been revised since your last visit by referring to the “Effective Date of Current Policy” date noted at the top of this page. Please check back frequently to see any updates or changes to our privacy policy.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@ircinteriors.co.uk.