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## PRIVACY NOTICE

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### BACKGROUND:

Babbis Limited understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all our customers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

#### 1. Information About us

**Babbis Limited** registered in Cardiff under company number 2828736.

Registered address: The Beeches, 30 Bridge Street Thetford IP24 3AG

Office address: 19 Oakwood Industrial Estate, Harling Road Snetterton NR16 2JU

VAT: 595 4794 75

Data Collection Officer: Terri Waters.

Email address: [terri@babbis.co.uk](mailto:terri@babbis.co.uk)

Telephone number: 01953 888015.

#### 2. What Does This Notice Cover?

This Privacy Information explains how **we** use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

#### 3. What is Personal Data?

Personal data is any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

#### 4. What Are My Rights?

Under the GDPR, you have the following rights,

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact **us** to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data **we** hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask **us** to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a purpose or purposes.
- g) The right to data portability. This means that you can ask **us** for a copy of your

personal data held by us to re-use with another service or business in many cases.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our **OR** my use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

#### 5. **What Personal Data Do You Collect?**

We may collect some or all the following personal data (this may vary according to your relationship with us):

- Name;
- Email address;
- Telephone number;
- Business name;
- Job title;

#### 6. **Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for **our** performance of a contract with you, because you have consented to **our** use of your personal data, or because it is in **our** legitimate business interests to use it. Your personal data will be used for one the following purposes:

- Providing and managing your account.
- Invoicing
- Supplying our products and services to you. Your personal details are required for us to enter into a contract with you.
- Personalising and tailoring our products services for you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email **or** post that you have opted-in to

#### 7. **How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary considering the reason(s) for which it was first collected. Your personal data will therefore be kept for no fixed period; however, we would review on a regular basis.

#### 8. **How and Where Do You Store or Transfer My Personal Data?**

We will only store your personal data in the UK. This means that it will be fully protected under the GDPR.

The security of your personal data is essential to both of us, and to protect your data, **we** take several important measures, including the following:

- Retain your details in a secure process in our business address, which includes storage within our secure computerised systems.

#### 9. **Do You Share My Personal Data?**

We will share your personal data with any third parties for Credit Agency Checks. Also, to comply with any legal obligation.

If any of your personal data is required by a third party, as described above, we **OR** I will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our **OR** my obligations, and the third party's obligations under the law.

In some limited circumstances, we **OR** I may be legally required to share certain personal data, which might include yours, if we are **OR** I am involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

10. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it and we will reply within one month of receiving it.

There is not normally any charge for a subject access request.

11. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of: Terri Waters

Email address: [terri@babis.co.uk](mailto:terri@babis.co.uk).

Telephone number: 01953 888015.

Postal Address: 19 Oakwood Industrial Estate, Harling Road Snetterton NR16 2JU.

12. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our Company Website.