

## The German House - Privacy Policy

The German House (“We”) are committed to protecting and respecting your privacy.

To contact us, please email [info@thegermanhouse.co.uk](mailto:info@thegermanhouse.co.uk) or telephone us on 01665 603998.

For the purpose of the Data Protection Act 1998 (the **Act**), We are the data controller.

### INFORMATION WE COLLECT FROM YOU

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 any forms on our site [www.thegermanhouse.co.uk](http://www.thegermanhouse.co.uk) (our site) or by corresponding with us by phone, e-mail or otherwise. The information you give us may include your name, address, e-mail address, telephone numbers and personal information.

### COOKIES

Our site does not use or store cookie or location information.

### 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 may have already purchased or enquired about;
  - to notify you about changes to our service;

### DISCLOSURE OF YOUR INFORMATION

We do not share your data with 3<sup>rd</sup> parties.

### WHERE WE STORE YOUR PERSONAL DATA

All information you provide to us is stored on our secure servers.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data by using SSL encryption we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### HOW LONG WE STORE YOUR DATA FOR

We only store identifiable data for as long as necessary to provide you with the service you requested from us. We will therefore hold your personal data for the duration of a works and for one year after completion.

## **YOUR RIGHTS**

You have the right to ask us not to process your personal data for marketing purposes. We will inform you (before collecting your data) if we intend to use your data for such purposes. You can exercise your right to prevent such processing by refusing to check certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us [info@thegermanhouse.co.uk](mailto:info@thegermanhouse.co.uk)

Our site may, from time to time, contain links to and from other websites. 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.

## **ACCESS TO INFORMATION**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request will be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## **CHANGES TO OUR PRIVACY POLICY**

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. 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@thegermanhouse.co.uk](mailto:info@thegermanhouse.co.uk)

*The original English language version of this privacy policy is the legally-binding version. The translated version is for information only.*