



## **CGL Design Ltd - Privacy Policy**

**CGL Design Ltd** (“we” or “us”) are committed to protecting and respecting your privacy.

This privacy policy applies between you and CGL Design Ltd. CGL Design Ltd takes the privacy of your information very seriously, this privacy policy applies to our use of and all data collected by us or provided by you in relation to your use of CGL Design Ltd.

### **Contact**

CGL Design Ltd is a company incorporated in England and Wales with registered number 7632604, whose registered office is Carlton Park House, Carlton Park Industrial Estate, Saxmundham, IP17 2NL. You can contact us at [info@cgl-design.co.uk](mailto:info@cgl-design.co.uk)

### **Definitions and Interpretations**

In this privacy policy, the following definitions are used;

- Data – collectively all information that you submit to CGL Design Ltd via the Website. This definition incorporates, where applicable the definitions provided in the Data Protection Act 1998.
- Cookies – A small text file placed on your computer by this website when you visit certain parts of the Website and/or when you use certain features of the Website. Details of the cookies used by the Website are set out in the clause below.
- UK and EU Cookie Law – the Privacy and Electronic Communications (EU Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EU Directive) (Amendment) Regulations 2011
- User or you – any third party that accesses the Website and is not either employed by CGL Design Ltd and acting in the course of their employment or engaged as a consultant or otherwise providing services to CGL Design Ltd and accessing the Website in connection with the provision of such services.
- Website – the Website that you are currently using, [www.cgl-design.co.uk](http://www.cgl-design.co.uk), and any subdomains of this site unless expressly excluded by their own terms and conditions.

In this privacy policy, unless the context requires a different interpretation;

- The singular includes the plural and vice versa.
- References to sub-clauses, clauses, schedules or appendices of this privacy policy.



- A reference to a person includes firms, companies, government entities, trusts and partnerships.
- “Including” is understood to mean “including without limitation”.
- Reference to any statutory provision includes any modification or amendment of it.
- The headings and sub headings do not form part of this privacy policy.

### **Scope of this Privacy Policy**

This privacy policy applies only to the actions of CGL Design Ltd and its users with respect to this website. It does not extend to any websites that can be accessed from this website including, but not limited to, any links we may provide to social media websites.

### **Data Collected**

We may collect the following data, which includes personal data, from you via our website, by corresponding with us by telephone, email or otherwise;

- Name
- Contact information such as email addresses and telephone numbers
- Postal address
- IP addresses (collected automatically)
- Web browser type and version (automatically collected)
- Operating system (automatically collected)
- A list of URLs starting with a referring site, your activity on this Website, and the site you exit to (automatically collected); in each case, in accordance with this privacy policy.

### **Our use of Data**

For the purposes of Data Protection Act 1998, CGL Design Ltd is the “data controller”. To carry out our obligations arising from any contracts entered into between you and us. Unless we are obliged or permitted by law to do so, and subject to any third-party disclosures specifically set out in this policy, your data will not be disclosed to third parties. This includes any affiliated companies. All personal data is stored securely in accordance with the principles of the Data Protection Act 1998. For more details on security see the clause below (Security). Any or all of the above Data may be required by us from time to time in order to provide you with the best possible services and experience when using our Website. Specifically, Data may be used by us for the following reasons; internal record keeping, improvement of our services (in each case in accordance with this privacy policy).



### **Third Party Website and Services**

CGL Design Ltd may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services do not have access to certain personal Data provided by Users of this Website.

### **Information Disclosure**

We may disclose your personal information to selected third parties including suppliers, engineers, sub-contractors for the performance of any contract we enter into with them or you.

### **Links to other activities**

This website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

### **Changes of Business Ownership and Control**

CGL Design Ltd may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of CGL Design Ltd. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the data for the publishers that it was originally supplied to us. We may also disclose data to a prospective purchaser of our business or any part of it.

- In the above instances, we will fulfil steps with aims of ensuring your privacy is protected.

### **Controlling of your data**

Whenever you are required to submit Data, you will be given the options to restrict our use of that data. This may include the following;

- Use of data for direct marketing purposes.
- Sharing data with third parties.



## Functionality of the Website

You may restrict your internet browsers use of Cookies. For more information see the clause below (**Cookies**).

## Accessing your own Data/Records

You have the right to ask for a copy of any of your personal data by CGL Design Ltd.

## Security

Data security is of great importance to CGL Design Ltd and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure any data collected. We endeavour to do our best to protect your personal Data. However, transmission of information over the internet is not entirely secure and is done at your own risk. We cannot ensure the security of your data transmitted to the Website.

## Cookies

Our website may place and access certain Cookies on your computer. We have carefully chosen these cookies and have taken steps to ensure that your privacy is protected and respected at all times.

- All cookies used by the website are used in accordance with the current UK and EU Cookie Law.
- Before the website places cookies on your computer, you will be presented with a pop up requesting your consent to set those cookies. By providing your consent you are enabling CGL Design Ltd to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features may not function fully or as intended.
- You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept cookies but this can be changed. For further details, please consult the help menu in your internet browser.
- You can choose to delete Cookies at any time; however, you may lose any information that enables you to access the website more quickly and efficiently including, but not limited to, personalization settings.
- It is recommended that you ensure that your internet browser is up to date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.



## **General**

You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part provision will, to the extent required, be deemed or to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

## **Your Rights and Access to your Personal Data**

You have a legal right to know what personal data we hold about you; this is called the right of subject access. You can exercise this right by sending us a written request at any time. Please mark your letter "Subject Access Request" and send it to us by post or email. You can find full details of your personal data rights on the Information Commissioners Office website at [www.ico.org.uk](http://www.ico.org.uk)

We do not make use of automated decision making or profiling.

## **Changes to Privacy Policy**

CGL Design Ltd reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted to our active customers, unless we are contacted, we are to assume that the terms on this privacy agreement are accepted.