

# Character Lines Limited Privacy Policy

The information outlined below complies with the General Data Protection Regulation (GDPR),

## Introduction

- Privacy of information is very important to us at Character Lines Limited. We value your custom and we want you to have trust and confidence in the way we deal with your information.
- This Policy will inform you of how we gather information, how we use information and your rights.
- This Policy applies to all purchases made from Character Lines Limited and all contacts made with us via our website and social media.

Please read our policy carefully and contact us if you have any questions or concerns.

## Who we are and how to contact us?

We are Character Lines Limited, the designers and retailers of the Glove Poppit.

You can contact us by email or post.

Our contact details are

Helen and Graham

[info@glovepoppit.com](mailto:info@glovepoppit.com)

43 Burnieboozle Crescent

Aberdeen

AB15 8NR

## What information do we collect?

Types on contact with us	How data is stored and used
People who purchase the Glove Poppit products via on line ecommerce websites	We keep names, addresses and email addresses on a spreadsheet and in a note book so that we can ensure we are fulfilling an effective sales process with the purchaser. We have a legal obligation to keep purchasing and sales information for the HMRC for 7years. The spreadsheet is within a computer that is password protected. The notebook only contains partial information and people and contact details are not identifiable. We backup our computer to a hard drive which is also held securely.
People who contact us via the Glove Poppit website	Emails are held within our email accounts in order to respond to queries and requests.
People who contact us via Glove Poppit social media routes	Contact details are held within the social media channel

We hold people's information in order to complete a sales contract with each person.

We do not use any of this information for any other uses. This means we will not contact you for any marketing or promotions.

Please note this list is not exhaustive. You will need to record all purposes for which you process personal data.

**What legal basis do we have for processing your personal data?**

We hold information under the “contract” conditions of the GDPR i.e. we have a legal obligation to keep records of sales for the HMRC for 7 years.

**When do we share personal data?**

We will treat your personal information confidentially and will only disclose it to our accountants and to the HMRC.

Our accountants are  
Infinity Partnership  
5 Carden Place  
Aberdeen AB10 1UT

**Your rights in relation to personal data**

You have the right to access and correct the information we hold concerning your details.

You have the right to object to how we are using, storing and sharing your data.

You have the right to lodge a complaint with the Information Commissioners Office

Please contact us if you wish to exercise any of the rights outlined above.

We may not be able to comply with your requests if the data is required by law for the HMRC.

**Use of cookies and other technologies**

You may include a link to further information, or describe within the policy if you intend to set and use cookies, tracking and similar technologies to store and manage user preferences on your website, advertise, enable content or otherwise analyse user and usage data. Provide information on what types of cookies and technologies you use, why you use them and how an individual can control and manage them.

**Linking to other websites / third party content**

If you link to external sites and resources from your website, be specific on whether this constitutes endorsement, and if you take any responsibility for the content (or information contained within) any linked website.

*You may wish to consider adding other optional clauses to your privacy policy, depending on your business' circumstances.*

25/5/2018