

# ***100 Metres***

*Luxurious hand-crafted textiles*

## Privacy Policy

**Effective date: May 23, 2018**

[100 Metres] ("We") are committed to protecting and respecting your privacy. This policy and any other documents referred to on it) 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. For the Data Protection Act 1998 (the Act), the data controller is [100 Metres] info@100-metres.co.uk [Our nominated representative for the Act is [Ms Florence Marie-Louise Denny].]

### **INFORMATION WE MAY COLLECT FROM YOU**

We may collect and process the following types of data collected about you: Personal Data; While using our Service, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally, identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Address, Town, City, Post code
- Birthday
- Cookies and Usage Data

### **HOW WE MAY COLLECT DATA ABOUT YOU**

- Information that you provide by filling in forms on our site [www. info@100-metres.co.uk] (our site). This includes information provided at the time of registering to use our site, subscribing to our service, posting material or requesting further services, at an exhibition, Craft fair, Trade fair, Open studios or other event. We may also ask you for information [when you enter a competition or promotion sponsored by [100 Metres], and] when you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.
- [100 Metres] may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of transactions you carry out through our site and of the fulfilment of your orders.
- Details of your visits to our site [including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise] and the resources that you access.

## IP ADDRESSES

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns and does not identify any individual. We may also collect information how the Service is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data. We may use and store information about your location if you give us permission to do so ("Location Data"). We use this data to provide features of our Service, to improve and customize our Service.

You can enable or disable location services when you use our Service at any time, through your device settings.

## COOKIES

Tracking Cookies Data; We use cookies and similar tracking technologies to track the activity on our Service and hold certain information. Cookies are files with small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from our website and stored on your device. Tracking technologies also used are beacons, tags, and scripts to collect and track information that we can analyse, this helps us to improve our Service to you. **You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Service.** Examples of Cookies we may use:

- *Session Cookies.* We use Session Cookies to operate our Service.
- *Preference Cookies.* We use Preference Cookies to remember your preferences and various settings.
- *Security Cookies.* We use Security Cookies for security purposes.
- Our website uses cookies which help us to distinguish you from other users of our website. This will help us to give a better experience when you use our website and give us the opportunity to improve our site.

## WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details (i.e. PayPal, Izettle, Mailchimp) and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. [100 Metres will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy. [All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted [using SSL technology].] Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, 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.

## USES MADE OF THE INFORMATION

We use information held about you in the following ways:

We may use your Personal Data to contact you with newsletters, marketing or promotional material and other information that may be of interest to you

- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered in to between you and us.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service. We may also use your data, to provide you with information about goods and services which may be of interest to you and we may contact you about these. If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale to you. If you are a new customer, we will contact you by electronic means only if you have consented to this.

**If you do not want us to use your data in this way, please tick the relevant box situated on the form on which we collect your data (the [contact form]) or email us at [info@100-metres.co.uk](mailto:info@100-metres.co.uk) with the subject Unsubscribe.**

## DISCLOSURE OF YOUR INFORMATION

[We do not disclose information about identifiable individuals to our advertisers, but we may provide them with aggregate information about our users (for example, we may inform them that 500 men aged under 30 have clicked on their advertisement on any given day). We may also use such 3 aggregate information to help advertisers reach the kind of audience they want to target (for example, women in SW1). 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.]

We may disclose your personal information to 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. We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If [100 Metres] or substantially all its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data to comply with any legal obligation, or in order to enforce or apply our terms and conditions

[[https://www.paypal.com/webapps/mpp/ua/legalhubfull?country.x=GB&locale.x=en\\_GB](https://www.paypal.com/webapps/mpp/ua/legalhubfull?country.x=GB&locale.x=en_GB)] [or terms and conditions of supply <https://www.paypal.com/webapps/mpp/popup/about-payment-methods>] and other agreements; or to protect the rights, property, or safety of [100 Metres], our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.]

## **YOUR RIGHTS**

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [info@100-metres.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. You have the right to request to see all data that we have about you.

## **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 may 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 may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

## **CONTACT**

**Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [info@100-metres.co.uk] or telephone 07769645024.**