



## PRIVACY POLICY

### 1 About this policy

- 1.1 This policy explains when and why we collect personal information, how we use it and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website [www.headwear.com.au](http://www.headwear.com.au) for any amendments.
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR we will be the “controller” of all personal data we hold about you.

### 2 Who we are?

- 2.1 We are Headwear UK. We can be contacted at Little Braxted Hall, Little Braxted, Nr. Witham, Essex, CM8 3EU. Tel: 01376 500 772 or by email [simon@headwear.uk.com](mailto:simon@headwear.uk.com)

### 3 What information we collect and why.

Type of Information	Purposes	Legal basis of processing
Customer Names, address, telephone numbers, email address(es)	For order processing and delivery purposes	For the purposes of our legitimate interests in operating the company.



## 4 How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however, that where you transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## 5 Who else has access to the information you provide us?

- 5.1 We will never send your personal data. We will not share your personal data with any third parties without your prior consent except where we are required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties to carry out the purposes of legitimate interests in operating the company. We disclose only the personal data that is necessary for the third party to deliver the service and we have a non-disclosure agreement in place that requires them to keep your information secure and not to use it for their own purpose.

## 6 How long do we keep your information?

- 6.1 We will hold your personal data on our systems for as long as is necessary to comply with our legal obligations.
- 6.2 We securely delete/destroy all information once we have used it and no longer need it.



## 7 Your Rights

### 7.1 You have the right under GDPR:

- (1) to access your personal data
- (2) to be provided with information about how your personal data is processed.
- (3) to have your personal data corrected
- (4) to have your personal data erased in certain circumstances
- (5) to object to or restrict how your personal data is processed
- (6) to have your personal data transferred to yourself or to another party in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the information commissioner: <https://ico.org.uk/concerns/> 0303 123 1133. Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

7.3 For more details, please address any questions, comments and requests regarding our data processing practices to our Data Controller at; [simon@headwear.uk.com](mailto:simon@headwear.uk.com)