

## **WEBSITE PRIVACY NOTICE**

### **INTRODUCTION AND ABOUT US**

Welcome to [www.cypressa.co.uk](http://www.cypressa.co.uk) (our "site"). The data controller of this site is Katsouris Brothers Limited (referred to in this privacy notice as "Katsouris", "we", "us" and "our"). We are a company incorporated in England and Wales with company number 00824300 and with our registered office at 98-100 Queensbury Road, Wembley, Middlesex, HA0 1QG. We are registered with the UK Information Commissioner under number ZA244505.

Katsouris is committed to respecting and protecting your privacy.

This privacy notice applies only to information we collect via this site. In certain circumstances (for example, if you are one of our customers), we may provide you with additional privacy notices which are relevant to you.

In this privacy notice, the terms "personal data", "data subject", "data controller" and "processing" shall have the meanings ascribed to them in the General Data Protection Regulation (EU/2016/679) ("GDPR") and in any applicable national legislation implementing or replacing the GDPR (together "Data Protection Law").

If you have any queries about this privacy notice, or about how your personal data (or personal data provided by you) is processed, please contact us at [info@cypressa.co.uk](mailto:info@cypressa.co.uk) or by writing to our address listed above.

**WEBSITE PRIVACY NOTICE**

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## WEBSITE PRIVACY NOTICE

### 1. WHAT PERSONAL DATA DO WE COLLECT VIA THIS SITE, HOW DO WE COLLECT IT, AND HOW DO WE USE IT?

'Personal data' means any data which can be associated with you as an individual, either directly or indirectly.

We only collect personal data via this site when you have chosen to provide it to us (for example, by filling in our 'contact us' form, or sending us an email). Our site does not use cookies. The personal data you send us via this site may include:

- **Identity information**, such as name, title, and organisation name and position.
- **Contact data**, such as address and email and telephone details.
- **Communications data**, including any questions or feedback you may send us.

We will use this data to respond to you (if you have asked us to do so). We may also use this data to develop or improve this site, including for troubleshooting purposes. We will not use your data for marketing purposes (unless you have specifically asked us to contact you for this reason), and we do not sell data to third parties.

In very rare circumstances, we may need to use your data to comply with regulations and/or the law.

Our site is not intended to collect 'special categories' of personal data from our customers. ('Special categories' of data include details about race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, or health information). We do not knowingly collect the personal data of children under the age of 18.

### 2. HOW WE SHARE PERSONAL DATA

We may share your information with our trusted IT suppliers, such as our website and email hosts. When we share your information with our service providers, we will ensure that your data is kept secure and used only in accordance with this notice.

Very rarely, we may share personal data with any government, regulatory agency, enforcement or exchange body or court when we believe it is necessary to comply with the law, regulation or legal request (including a court order or government inquiry); to enforce or apply our terms of business or other agreements; or to protect the rights, property, or safety of Katsouris, our employees, our users, or others.

We do not transfer personal data outside of the European Economic Area.

### 3. DATA SECURITY

The security of your personal information is important to us. We seek to use reasonable physical, technical and administrative safeguards to protect the information we process. However, no method of transferring data is completely secure. Therefore, while we strive to use reasonable and appropriate means to protect your personal information, we cannot guarantee absolute security.

If we become aware of a data breach and think that it may pose a high risk to your rights, we will notify you without undue delay.

### 4. HOW LONG WE KEEP PERSONAL DATA

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

### 5. YOUR RIGHTS

You have certain rights over your personal data. You may:

- Require us to rectify the personal data we hold about you, where that data is incorrect;
- Require that we restrict the processing of your personal information in certain circumstances;
- Request access to the personal data that we hold about you;
- Require that, in certain circumstances, we delete the personal information we hold about you;
- Require that we provide you with the personal information that we hold about you in a structured, commonly used and machine-readable format;
- Withdraw your consent to our using your data for marketing purposes at any time; and/or
- Lodge a complaint with the relevant supervisory authority.

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If you wish to exercise any of these rights, please contact us at [info@cypressa.co.uk](mailto:info@cypressa.co.uk) or by writing to one of our addresses listed above.

You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO"), which is the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, be grateful if you would contact us in the first instance so we can endeavour to deal with your concerns direct.

### **6. CHANGES TO THIS NOTICE OR YOUR DATA**

We will keep this privacy notice under regular review and we may therefore amend or modify this privacy notice from time to time. Any amendments will be posted on this site.

This privacy notice was last updated on 15<sup>TH</sup> November 2018.

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