

# CLARION WINES LIMITED

Barley Mow Centre, 10 Barley Mow Passage, LONDON W4 4PH

Telephone: 020 8747 2069 Fax: 020 8747 2076

Email: [info@clarionwines.co.uk](mailto:info@clarionwines.co.uk)

[www.clarionwines.co.uk](http://www.clarionwines.co.uk)

## Clarion Wines Ltd Privacy Notice

Clarion Wines Ltd (“the Company”) is committed to protecting your personal data and complying with data protection legislation, including the General Data Protection Regulation. This Privacy Notice explains why we collect and how we process personal data and how to contact us if you have any queries or would like to manage your personal data.

We promise:

- to keep your personal data safe and secure;
- not to sell your personal data;
- to allow our clients to review their marketing preferences at any time.

### **What personal data do we collect and why do we process it?**

We process the following personal data in the course of running our business:

#### Suppliers

We collect the individual names, contact details and payment details of our suppliers in order to administer contracts which we have with them and to provide services to our clients.

#### Clients

We collect the names, contact details and regular delivery instructions (including details of bonded accounts where relevant) of our clients to enable us to tell you about the goods (for example, wines) and services (for example, tastings and dinners) which we have to offer and, in the event that you place an order, to enable us to fulfil that order. We rely on our clients to keep us updated with any changes they may wish to make to these details.

### **How do we hold this data?**

We hold this information on our secure servers, and on hard copies of invoices and delivery notes which are held on file and stored in a secure office environment. Access to the servers and to the records is restricted to the employees of the Company.

We hold this information for as long as we are required to by law, for as long as is necessary in order to fulfil our obligations under contracts that we have with you, to maintain a record system of stock deliveries and/or transfers, and to meet our legitimate business purposes.

### **Do we hold your debit or credit card details on record?**

No, we accept payment by debit or credit card but do not hold a record of these details.

### **Do we share your personal data?**

We will only share your personal data in order to:

- fulfil any orders you place with us;
- process any payments you make;
- arrange deliveries and/or transfers to your bonded storage (a third party carries out deliveries on behalf of the Company).

Third parties which process personal data on our behalf only do so in line with our instructions and are required to treat your personal data with the same levels of protection as us.

We do not transfer any personal data outside the EU.

### **Do we sell or otherwise share your data with any third parties for marketing purposes?**

No.

### **Your rights**

You have rights as an individual which you can exercise in relation to the personal data we hold about you, including the right to request a copy of the information we hold about you and the right for it to be corrected or deleted. You can read more about these rights by visiting the Individual Rights section of the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk)

You also have the right to lodge a complaint about how your data is processed with the Information Commissioner's Office. To find out more, visit the Make a Complaint section of the same website.

### **Changes to our Privacy Notice**

We may make changes to this Privacy Notice, however, the current version will always be available on our website ([www.clarionwines.co.uk](http://www.clarionwines.co.uk)) or on request. This Notice was last updated on 25<sup>th</sup> May 2018.

### **How to contact us**

The data controller is Clarion Wines Ltd, which is registered with the Information Commissioner (registration number ZA343266).

If you have any questions about this Privacy Notice or how and why we process data please contact us at:

Clarion Wines Ltd  
Barley Mow Centre  
10 Barley Mow Passage  
LONDON W4 4PH

Telephone: +44 20 8747 2069

Email: [info@clarionwines.co.uk](mailto:info@clarionwines.co.uk)

[www.clarionwines.co.uk](http://www.clarionwines.co.uk)

25<sup>th</sup> May 2018