

Privacy Policy

This privacy policy explains how we use any personal information we collect or hold about you.

Our privacy policy sets out how we protect any information that you give us.

Simply Cartons Limited is committed to ensuring that your privacy is protected. Should we ask you to provide us with certain information by which you can be identified, then you can be assured that it will only be used in accordance with our privacy policy.

Simply Cartons Limited may change our policy from time to time by updating this privacy policy. You should check our website from time to time to ensure that you are happy with any changes.

If you have any queries related to this privacy policy please contact Head of Finance in writing at Simply Cartons Limited, Perry Road, Nottingham, NG5 1GQ.

Our Privacy Policy Principles

Data protection laws require that we meet certain conditions before we are allowed to use your data in the manner described in this privacy policy.

We take our responsibilities under data protection laws extremely seriously, including meeting these conditions.

To use your personal data, we will rely on one or more of the following conditions, depending on the activities we are carrying out:

- **Performance of a Contract:** We may need to use your personal data in order to fulfil our contractual obligations with you.
- **Legitimate interests:** If we need to use your personal data for any other purpose described in this privacy policy, we will rely on a condition known as "legitimate interests". It is in our legitimate interest to collect your personal data where it provides us with the information that we need to provide our services to you more effectively.

There is no obligation upon you to provide us with any information other than that required for the performance of contractual obligations.

We will never spam you with irrelevant emails.

You may opt out or in of our email communications at any time.

You have the right to remove any information we may hold on you.

We will never sell, rent, make public or distribute your personal information.

Data is a liability and therefore should only be collected and processed when absolutely necessary.

What information do we collect about you and where is this information stored?

This is information about you that you give us by filling in forms on our website, or by corresponding with us by phone, e-mail or otherwise. This may include:

- Personal details, such as your name and address, email address and telephone numbers.

This information is kept on secure password protected managed servers and software packages that are only accessible via password by Simply Cartons Limited staff.

How will we use the information about you?

We collect information about you to understand your needs and provide you with a better service. Specifically, we use your information for:

- internal necessary record keeping.
- contacting you with information relevant to your specific enquiry.
- to carry out our obligations arising from any agreements entered into between you and us and to provide you with the information, products and services that you request from us;
- to notify you about changes to our services.
- as part of our efforts to keep our website safe and secure.

We will not sell, distribute or lease your personal information to any third parties unless we have your permission or are required by law to do so.

How long do we hold onto personal information?

The duration for which we retain your personal information will differ depending upon the type of information and the reason we collected it from you. In some cases, personal information may be retained on a long-term basis, for example personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement, we retain all physical and electronic records for a period of six years.

It is important to ensure that the personal information that we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example a change of phone number or address.

Your rights and access to your information and correction

You have a number of rights under data protection law in relation to the way we process your personal data. These are set out below. You may contact us to exercise any of these rights, and we will respond to any request received from you within one month from the date of the request.

- A right to access personal data held by us about you.
- A right to require us to rectify any inaccurate personal data held by us about you.
- A right to require us to erase personal data held by us about you. This right will only apply where (for example): we no longer need to use the personal data to achieve the purpose we collected it for; or where you withdraw your consent if we are using your personal data based on your consent; or where you object to the way we process your data.
- A right to restrict our processing of personal data held by us about you. This right will only apply where (for example): you dispute the accuracy of the personal data held by us; or where you would have the right to require us to erase the personal data but would prefer that our processing is restricted instead; or where we no longer need to use the personal data to achieve the purpose we collected it for, but you require the data for the purposes of dealing with legal claims.
- A right to receive personal data, which you have provided to us, in a structured, commonly used and machine-readable format. You also have the right to require us to transfer this personal data to another organisation, at your request.
- A right to object to our processing of personal data held by us about you.
- A right to withdraw your consent, where we are relying on it to use your personal data.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Cookies Policy

Simply Cartons Ltd ("us", "we", or "our") uses cookies on www.simplycartons.co.uk (the "Service"). By using the Service, you consent to the use of cookies.

Our Cookies Policy explains what cookies are, how we use cookies, how third-parties we may partner with may use cookies on the Service, your choices regarding cookies and further information about cookies.

What are cookies?

Cookies are small pieces of text sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third-party to recognize you and make your next visit easier and the Service more useful to you.

Cookies can be "persistent" or "session" cookies.

How Simply Cartons Ltd uses cookies

When you use and access the Service, we may place a number of cookies files in your web browser.

We use cookies for the following purposes: to enable certain functions of the Service, to provide analytics, to store your preferences, to enable advertisements delivery, including behavioural advertising.

We use both session and persistent cookies on the Service, and we use different types of cookies to run the Service:

- Essential cookies. We may use essential cookies to authenticate users and prevent fraudulent use of user accounts.

Third-party cookies

In addition to our own cookies, we may also use various third-parties' cookies to report usage statistics of the Service, deliver advertisements on and through the Service, and so on.

What are your choices regarding cookies?

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser.

Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

Where can you find more information about cookies

You can learn more about cookies and the following third-party websites:

- AllAboutCookies: <http://www.allaboutcookies.org/>
- Network Advertising Initiative: <http://www.networkadvertising.org/>

This policy is effective from 25th May 2018.