

# Privacy Policy

This privacy policy explains how we use any personal information we collect about you when you engage with Reach Interiors Limited to provide products and services.

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## **What information do we collect about you?**

We collect information about you when you engage with Reach Interiors Limited for any of our products or services. We also collect information when you enter into communication with us. The personal information we collect may include your name, business address, email address, business telephone number or other personal information supplied by you. This information will be retained in order to provide further services and ongoing client support, unless you request us to delete it.

## **How will we use the information about you?**

We collect information about you to provide our services, manage your account and, if you agree, to email you about other products and services we think may be of interest to you.

We may need to forward your details on to third party suppliers/providers to fulfil projects. Examples would be design, pricing and delivery of projects or providing goods. This information is typically used to provide the third party with a point of contact or delivery address.

In processing an order or service, we may also send your details to, and also use information from credit reference agencies and crime prevention agencies.

## **Protection**

Physical access to our systems is restricted to Reach Interiors Limited staff only and its IT support team. Remote access to systems is restricted to Reach Interiors Limited staff only and its IT support team.

## **Marketing**

If you have consented to receive marketing, you may opt out later. You have a right at any time to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please send an email to [enquiries@Reachinteriors.co.uk](mailto:enquiries@Reachinteriors.co.uk). Reach Interiors Limited will not share your information for marketing purposes with any third party companies or organizations.

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. To do so please contact us either by email at [enquiries@Reachinteriors.co.uk](mailto:enquiries@Reachinteriors.co.uk) or by post to Reach Interiors Limited, Crown House, Home Gardens, Dartford, Kent, DA1 1DZ.

### **Cookies**

In relation to our website: Cookies are text files placed on your computer to collect standard internet log information and visitor behavior information. This information is used to track visitor use of our website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

### **Other websites**

Our website may contain links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page.

This privacy policy was last updated on 24/02/21.

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you. We can be contacted at [enquiries@Reachinteriors.co.uk](mailto:enquiries@Reachinteriors.co.uk).