

Tennants Textile Colours Limited (Company No.00466543) with a registered address at 12 Upper Belgrave Street, London, SW1x 8BA is committed to ensuring we comply with the Data Protection legislation (as supplemented and amended from time to time).

Tennants Textile Colours Limited is a Data Controller. This privacy notice explains how we hold and use any personal information we collect about you to administer your account or your Company's account and to provide the products you have requested from us.

### What Personal Information do we collect?

We may collect, store, and use the following categories of personal information:

- Your name, work address, email address, and telephone contact information.
- Details about the products we provide you or your company
- Details about payments to our account with us.

### How do we collect personal information?

We obtain information about you when you contact us about our products and services. We may also obtain information from you via your communications directly with us.

### The purpose of our processing of personal information

We hold and use any personal information we collect:

- 1) To allow us to perform our contract with you or your Company. Primarily this is to enable us to process your order and manage your account.
- 2) We may also from time to time use your information to send you details of product and services we offer.

### Data Sharing

We will share personal information with third parties where required to do so by law, where it is necessary to administer our contract with you or your company or where we have another legitimate interest in doing so.

The following third-party service providers may process personal information about you:

- Our marketing Partner – Evans and George
- Our banks and payment provider

We require third party service providers to respect the security of your data and to treat it in accordance with the law.

We may share your personal information with other third parties, for example during to a possible sale or restructuring of the business, governmental regulators (HMRC etc) or to comply with the law.

### Marketing & Opting out

We may use your personal information to tell you about our products, services and offers.

Please be assured that we will not share your information with other third parties for them to use this for their own direct marketing purposes.

You also have a choice about whether or not you wish to receive marketing information from us. You can ask us to stop sending you marketing information at any time. If you do not want to receive information from us you should follow the 'opt out' instructions at the bottom of any marketing email we send or write to us at the address at the bottom of this Privacy Notice.

### Transfer outside of the EU

We do not currently transfer personal information outside the EU. However, if this changes, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK laws on data protection.

### Data Security

We have put in place measures to protect the security of your personal information. Details of these measures can be found in our Electronic Information and Communications Systems Policy and our Hard Copy Information security policy. Available upon request.

### Data Retention

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

Normally this is 7 years after you stop being a customer.

### Data Subject Rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information
- **Request correction** of your personal information.
- **Request erasure** of your personal information.

Tel@ +44 (0) 2890 451396

Email: [jvanhooijdonk@ttc-colours.com](mailto:jvanhooijdonk@ttc-colours.com)

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about their particular situation which makes them want to object to processing on this ground.
- **Object to processing** of your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information.
- **Request the transfer** of your personal information to another party.
- **Right to withdraw consent**

These rights are not absolute. Further information on data subject rights can be found at: [www.ico.org.uk](http://www.ico.org.uk)

If you want to exercise one of your rights set out above please contact the Data Protection Officer in writing.

You also have a right to lodge a complaint with the Information Commissioner's Office if you believe we have not handled your personal information in accordance with the Data Protection Act 2018. In the first instance complaint should be made to the Company.

### **Failure to provide personal information**

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or your company.

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current.

### **Automated Decision Making**

We do not use automated decision making to make decisions that will have significant impacts on data subjects.

### **Changes to this Privacy Notice**

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of personal information.

### **Contact details**

**Name:** Jan van Hooijdonk, Data Protection Officer  
Tennants Textile Colours Ltd  
31/43 Ravenhill Road, Belfast, BT6 8DP