HERBiT UK <u>Privacy Policy</u>

Our contact details

Name: HERBiT UK

Address: Hevalo Close, Bournemouth, BH1 4DG

Phone Number: 07521 133 434

E-mail: herbitsales@gmail.com

Date: 3rd September 2024

The type of personal information we collect

We currently collect and process the following information:

- Full Contact Name
- Contact Telephone Number
- Business Address
- Email address
- Any personal information supplied in the process of making purchases from our website

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To fulfil any orders you place on our website for goods.
- To subscribe to our mailing list.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent.

You are able to remove your consent at any time. You can do this by contacting us directly in writing at herbitsales@gmail.com

- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

How we store your personal information

Your information is securely stored on a cloud base storage, secured and protected by anti-virus and firewall software.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at <u>herbitsales@gmail.com</u> if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at <u>herbitsales@gmail.com</u>