Privacy Policy

Welcome to Clayton Glass Group Limited's privacy policy.

Clayton Glass respects your privacy and is committed to protecting your personal data.

www.claytonglass.co.uk is the website of Clayton Glass Group Limited (Company No. 15341534) registered in England & Wales with a registered office at Clayton Glass Group Ltd, Orchard Court, Huthwaite, Nottinghamshire, NG17 2HU. Any reference in this policy to "we", "us" or "our" is to Clayton Glass Group Limited.

1. IMPORTANT INFORMATION AND WHO WE ARE

Purpose of this privacy policy

This privacy policy aims to give you information on how we collect and process your personal data, including any data you may provide when purchasing our products and services, when filling in forms on our website or when providing feedback to us.

Our products and services are not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy policy together with any other privacy policy or fair processing notices we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy policy supplements other notices and privacy policies and is not intended to override them.

Controller

For the purposes of the Data Protection Act 2018 and, to the extent that it applies in the UK, the General Data Protection Regulation or "GDPR" (and all other laws relating to the use of your personal data), we are the "data controller", meaning that we are responsible for deciding how your personal data is used and more importantly, for keeping your data safe and only using it for legitimate reasons.

Contact details

If you have any questions about this privacy policy or our privacy practices, please contact us in the following ways:

Full name of legal entity: Clayton Glass Group Limited

Email address: tom.moore@claytonglass.co.uk

Postal address: Clayton Glass Group Ltd, Orchard Court, Huthwaite, Nottinghamshire, NG17 2HU.

Telephone number: 01207288200

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK regulator for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Changes to the privacy policy and your duty to inform us of changes

We keep our privacy policy under regular review. If we amend our privacy policy it will be published on www.claytonglass.co.uk so please check back regularly to see if there have been any updates. If we make any substantial changes, we may also email you if it's appropriate.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

2. THE DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

- **Identity Data** includes first name, last name, title and CCTV images.
- **Contact Data** includes email address and telephone numbers and (occasionally) your home address.
- **Transaction Data** includes details about payments to and from you.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us andyour communication preferences.
- **Voice Data** includes recordings of telephone calls you may make to us.

We may collect the following types of information from you when you use our website (using cookies or other tracking technology):

- **Usage Data** includes information about how you use our website, products and services.
- **Technical Data** includes internet protocol (IP) address, browser type and version, time zone settingand location, browser plug-in types and versions, operating system and platform, and othertechnology on the devices you use to access this website.