**Privacy Notice**

**Who We Are**

Braden Threadgold Limited gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

Braden Threadgold Limitedregistered office is at Unit 7 Knuway House, Cranborne Road, Potters Bar, Herts EN6 3JN and we are a company registered in England and Wales under company number 4856843.Our designated Appointed Person for the organisation is Stephen Braden, and we can be contacted at Unit 7 Knuway House, Cranborne Road, Potters Bar, Herts EN6 3JN

**Information That We Collect**

Braden Threadgold Limited processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

**Third Party Platforms**

On occasion, we also provide access to and act as resellers for third party software platforms in order to enable our clients to manage contact lists and to facilitate the sending of email campaigns and monitor responses. In these instances, the Company refrains from using any of our clients’ data in any shape or form and bears no responsibility for how clients have gathered that data or how they use it; our role in such instances is limited to providing the platform and design tools needed for our clients to operate themselves.

**How We Use Your Personal Data (***Legal Basis for Processing)*

Braden Threadgold Limited takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

*We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address*

*We collect and store your personal data as part of our legal obligation for business accounting and tax purposes*

**Your Rights**

You have the right to access any personal information that Braden Threadgold Limited processes about you and to request information about: -

* What personal data we hold about you
* The purposes of the processing
* The categories of personal data concerned
* The recipients to whom the personal data has/will be disclosed
* How long we intend to store your personal data for
* If we did not collect the data directly form you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

**Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

**Safeguarding Measures**

Braden Threadgold Limited takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

**How Long We Keep Your Data**

Braden Threadgold Limited only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.