

Privacy Policy

Overview

We want you to feel confident that when you give us information you can expect us to use it in a secure and private manner. This includes when you use our Website. This Privacy Policy explains how we manage your privacy and security when you use the website at www.hjcollection.co.uk (the “Website”). The Privacy Policy explains:

- What personal information we collect about you
- How we use that information
- Who we may share that information with
- How to access and update your information

The Website is owned by HJ Collection Limited. In this Privacy Policy the terms “HJ Collection“, “we” or “us” refer to HJ Collection, and its subsidiaries, associates, successors, assigns and transferees.

What Personal Information We Collect From You

The information we collect will depend on what information you choose to provide via our website, but it could include your name, phone number, address and e-mail address. It could also include other publicly available personal data, including any which you have shared via a public platform (such as a Twitter feed or public Facebook page).

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

This list is not exhaustive and, in specific instances, we may need to collect additional data for the purposes set out in this Policy.

We will use your personal information to respond to any queries you submit using the online form or by contacting us by other means. We may keep your information and use it to contact you from time to time with details of other services which we think may interest you. By providing us with your address, telephone numbers or email address you consent to being contacted by these methods. We may keep your information for a reasonable period for these reasons. We may need to share your information with our service providers and agents for these purposes, but we will never sell your information to a third party for them to use for their own purposes. We may disclose personal data in order to comply with a legal or regulatory obligation.

Cookies

Cookies are small files which are sent by us to your computer or other access device. Cookies can help to improve your experience when you use the Website, and generally help us maintain and improve the Website for all users. On this Website we only use a temporary form of cookies (sometimes known as session cookies). These cookies are not permanently stored on your computer, and they are only used to collect basic information about your visit (e.g. which pages were visited, or what order the pages were viewed). It is not our intention to use cookies to retrieve any personal information about you.

You may choose to stop receiving cookies at any time through your web browser. If you want to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies. If you want to stop cookies being stored on your computer in future, please refer to your browser manufacturer's instructions by clicking "Help" in your browser menu. Further information on deleting or controlling cookies is available at www.aboutcookies.org Please note that by deleting our cookies or disabling future cookies you may not be able to access certain areas or features of our site.

IP Address

We may collect your IP (Internet Protocol) address to help to administer our Website. An IP address is a number that is assigned to your computer when you use the Internet. This information does not contain any personally identifiable information about you. Your IP address is also used to help identify you during a particular session and to gather broad demographic data.

Google Analytics

When someone visits www.hjcollection.co.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make and do not allow Google to make any attempt to find out the identities of those visiting our website.

Mailing Lists

As part of the registration process for our regular newsletters, we collect personal information. We use that information to keep you up to date with regards to our services, to contact you if we need to obtain or provide additional information, to check our records are correct and to check every now and then that you are happy and satisfied with our service. We don't rent or trade email lists with other organisations and businesses.

We use a third party provider, Pardot for sales force to deliver our newsletter. We gather statistics around email openings and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see Sales force privacy.policy.

www.salesforce.com/company/privacy/

You can unsubscribe to the general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing

info@hjcollection.co.uk

Your consent and other people's information

If you provide us with information about another person, you confirm that they have appointed you to act for them, to consent to the processing of their personal data including sensitive personal data and that you have informed them of our identity and the purpose (as set out above) for which their personal data will be processed.

The information that we collect from you will not be transferred to or stored at a destination outside the European Economic Area.

We are committed to ensuring that our suppliers have appropriate technical, administrative and physical procedures in place to ensure that your information is protected against loss or misuse. All information you provide to us is stored on our secure servers or on secure servers operated by a third party.

Links

This Website may contain links or references to other websites owned and operated by third parties and they are responsible for processing personal data in accordance with their own privacy policies.

Sharing Information

In order to make certain services available to you, we may need to share your personal data with some of our service partners. These include IT, delivery and marketing service providers.

HJ Collection only allows its service providers to handle your personal data when we have confirmed that they apply appropriate data protection and security controls. We also impose contractual obligations on service providers relating to data protection and security, which mean they can only use your data to provide services to HJ Collection and to you, and for no other purposes.

Aside from our service providers, HJ Collection will not disclose your personal data to any third party, except as set out above. We will never sell or rent our customer data to other organisations for marketing purposes.

Controlling your information

You have the following rights:

- the right to ask what personal data that we hold about you at any time, this may be subject to an administrative fee;
- the right to ask us to update and correct any out-of-date or incorrect personal data that we hold about you free of charge; and
- (as set out above) the right to opt out of any marketing communications that we may send you.

If you wish to exercise any of the above rights, please email us at info@hjcollection.co.uk

Update

This policy was last updated in June 2020