

Privacy and Cookies Notice

Chilli Promotional Products Ltd is a registered data controller with the UK Information Commissioner's Office under number **ZA345936**

We hold personal data about:

- Clients
- Prospective clients
- Suppliers
- Employees

We will only disclose this data if:

- It is required by law
- It is required to provide you with services and goods
- You have given us prior consent

We do not buy or sell personal data for any purpose.

To verify, update or amend your personal data, or contact us with a data protection query, please email jody@chillipromotions.co.uk

You also have the right to lodge a complaint about our processing with the UK's [Information Commissioner's Office](#).

This policy will be reviewed annually. Date of last review: 28th April 2018

Your Rights

As an individual whose personal data is processed by Chilli Promotional Products you have these rights:

- The right to be informed, which is what this privacy policy is for.
- The right to access what data we hold about you.
- The right to object to direct marketing – either use the unsubscribe option or contact us directly.
- The right to object to processing carried out on the basis of legitimate interests.
- The right to erasure (in some circumstances).
- The right to data portability.
- The right to have your data rectified if it is inaccurate.
- The right to have your data restricted or blocked from processing

Cookies

chillipromotions.co.uk puts small files (known as 'cookies') onto your computer to collect information about how you browse the site.

This site will place the following cookies on your computer.

Cookie	Name	Purpose
PHPSESSID	PHP Session ID	This Cookie only contains a reference to a session stored on the web server. No information is stored in the user's browser and this cookie can only be used by the current web site. It is removed when the browser is closed.

You can control cookies via your web browser settings.

Emailing us

We use Transport Layer Security (TLS) to encrypt and protect email traffic, alongside monitoring for viruses or malicious software.

Data we may hold

Prospective Clients

As a prospective client, we may hold the following information about you:

- Your name and basic contact information such as phone number and email address
- Information about the products you are looking for
- Cover we may be able to offer you
- Communications with you

If you contact us via email, phone or the contact us page on our website, this data allow us to follow-up with you.

If 12 months after the duration of the enquiry, you can not an active client we will remove this data from our systems.

Clients

As a client, we may hold the following information about you:

- Your name and contact information such as phone number and email address
- Your billing and payment information including your address and postcode
- Details of your order
- Communications with you

We use this data to meet our contractual requirements to you in providing an agreed service and to seek payment from you via invoice. We also use this for lawful purposes, such as taxation. We will retain all financial records for 6 years, following the end of the current financial year. This may include your data. We will retain other information about you for the duration of our relationship with you, plus 36 months.

Suppliers

As a supplier, we may hold the following information about you:

- Your name and contact information such as phone number and email address
- Your billing and payment information including your address and postcode
- Details of the service you provide
- Communications with you

We use this data to as part of our contractual agreement to help you provide an agreed service and make payments to you via invoice. We also use this for lawful purposes, such as taxation. We will retain all financial records for 6 years, following the end of the current financial year. This may include your data. We will retain other information about you for the duration of our relationship with you, plus 36 months.

Data we may transfer

We use third party tools in our business - **Promotional Office, MailChimp, Office 365, SurveyMonkey, MailBigFile**. These tools may transfer your information out of the European Economic Area.