



## **The Kitchen Sink Company – Privacy Policy**

### **Introduction**

The Kitchen Sink Company promises to respect any personal data that you share with us, or receive from other organisations and keep it safe. When we collect your data we shall be transparent and act as you would expect.

Receiving your data will allow us to keep a record of our communications with you, any sales transactions and your marketing preferences, so we can meet legal requirements and provide you with the best level of service. With this data we can keep you up to date on The Kitchen Sink Company news together with products and offers, keep a record of the correspondence we have with, and provide you with our services should you request it.

We will only send marketing communications via our monthly newsletter which you will only receive if you have opted in, please contact [Sharon@kitchensinkco.com](mailto:Sharon@kitchensinkco.com) if you would like to receive our e-newsletter but have not opted in or if you are receiving our monthly newsletter and would like to continue to do so. We then update our contact list and add you to our monthly mailing list. You can opt out of receiving our monthly newsletter by unsubscribing from our contact list via a box at the bottom of our marketing emails.

### **Where we collect your information**

- From yourself
- You may be contacted by one of our company representatives who may ask for your business card, this information is added to our database.
- You may give us your information by contacting us directly for reasons such as enquiring about our products and services
- Trade Shows

## **What details we ask for and why**

### **Details we may process include:**

- Full name
- Email address
- Phone number
- Company Name & address
- Company contact number
- Position/title in Company
- Address details (Account applicants only)
- Company Registration Number(Account applicants only)

## **Sharing and protecting your data**

Our promise to you is that we will not sell and not unnecessarily share your information with any third party, including companies or organisations such as social media platforms Facebook, Twitter etc.

We will contact credit search agencies in the event of your applying for an account with us and will share your information with them, in order for you to be able set up a credit facility with us. This search will be recorded by the agency and may be disclosed to subsequent enquirers. We will only collect the financial information in order to process financial transactions, for example to provide you with the goods and service have requested and agreed too. We will not retain your financial information on our marketing database.

## **When we will get in touch**

We will respond to you if you get in touch via our website, email, telephone, post or in person to answer any enquiries or fulfil your requests. If you have provided us with consent to use your details for marketing communications, then we may also contact you about The Kitchen Sink Company news, price increases and any new products that have been added to our ranges.

We may also contact you periodically to check we still have your correct contact details, and renew your consent to receive marketing communications. We would really appreciate if you could let us know if your contact details change.

## **Your right to know about the data we hold on you, make changes and ask us to stop processing your data**

You have the right to request that we stop processing your personal data, and if this processing is not necessary/legally required for the purpose you have provided it to us then we will do so. To speak to us please contact us either by email to Sharon@kitchensinkco.com, by telephone on 01243 841332, or write to us at 10 Evans Place, Durban Road, Bognor Regis, West Sussex PO22 9RY.

You also have a right to ask for a copy of the information we are processing about you. To access your information, please send a description of the information you would like to see and proof of

your identity by post to The Kitchen Sink Company, 10 Evans Place, Durban Road, Bognor Regis, West Sussex PO22 9RY.

#### **How long we hold to your data**

We will retain your personal information for the period necessary to fulfil the purposes outlined in this Privacy Policy unless a longer period of retention is required by law

#### **Changes to this policy**

We may need to change this Privacy Policy occasionally. If we make significant changes in the way we treat your personal information we will make this clear to you contacting you directly.