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## TOTAL DESIGN GROUP WEBSITE DATA PRIVACY POLICY

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### BACKGROUND:

The Total Design Group Ltd comprises the following subsidiary companies:

- **Total Design Shopfitting Services Ltd** a company registered in the UK under number 03824746 whose registered office is at Unit 5 Woodside Industrial Estate, Woodside Road, Eastleigh, Hampshire, England, SO50 4ET;
- **TDS Electrical Ltd** a company registered in the UK under number 08218154 whose registered office is at Prospect House, 50 Leigh Road, Eastleigh, Hampshire, SO50 9DT;
- **Shelving Solutions Ltd** a company registered in the UK under number 07212765 whose registered office is at Prospect House, 50 Leigh Road, Eastleigh, Hampshire, SO50 9DT;
- **Total Design Joinery Ltd** (trading as Midas Marine) a company registered in the UK under number 10021554 whose registered office is at Prospect House, 50 Leigh Road, Eastleigh, Hampshire, SO50 9DT;

We understand that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits the following websites which operate as part of these businesses:

- [totaldesigngroup.co.uk](http://totaldesigngroup.co.uk)
- [totaldesignshopfitting.com](http://totaldesignshopfitting.com)
- [tdselectrical.com](http://tdselectrical.com)
- [shelvingsolutionsltd.co.uk](http://shelvingsolutionsltd.co.uk)
- [shelvingsolutionsltdshop.co.uk](http://shelvingsolutionsltdshop.co.uk)
- [totaldesignjoinery.co.uk](http://totaldesignjoinery.co.uk)
- [tdsoffices.com](http://tdsoffices.com)
- [midas-marine.co.uk](http://midas-marine.co.uk)

(collectively called “Our Sites”) and will only collect and use personal data in ways that are described here, and in a manner that is consistent with Our obligations and Your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon your first use of any of Our Sites. If you do not accept and agree with this Privacy Policy, you must stop using Our Site immediately.

### 1. Definitions and Interpretation

1.1 In this Policy, the following terms shall have the following meanings:

“**personal data**” means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to Us via Our Site. This definition shall, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection Regulation (“GDPR”); and using the details provided in section 2 and We will do Our best to solve the problem for you. If We are unable to help, you also have the right to lodge a complaint with the UK’s supervisory authority, the Information Commissioner’s Office.

**“Group/We/Us/Our”** means all the companies comprising the Total Design Group; the Total Design Group Ltd is a company registered in the UK under number 10701569 whose registered office is at Unit 5 Woodside Industrial Estate, Woodside Road, Eastleigh, Hampshire, England, SO50 4ET.

## 2. Information About Us

- 2.1 Our Sites are owned by The Group and are managed on Our behalf by a third-party Data Processor, namely 2020 Insights LLP, Turnfield House, 77 Broadway, Northampton NN1 4SG.
- 2.2 Our Data Protection Officer is Graeme Armstrong and can be contacted by email at [Graeme.armstrong@totaldesignshopfitting.com](mailto:Graeme.armstrong@totaldesignshopfitting.com), by telephone on 02380 629296 or by post at Unit 5 Woodside Industrial Estate, Woodside Road, Eastleigh, Hampshire, England, SO50 4ET.

## 3. What Does This Policy Cover?

This Privacy Policy applies only to your use of Our Sites. Our Sites may contain links to other websites. Please note that We have no control over how your data is collected, stored, or used by other websites and We advise you to check the privacy policies of any such websites before providing any data to them.

## 4. Your Rights

- 4.1 As a data subject, you have the following rights under the GDPR, which this Policy and Our use of personal data have been designed to uphold:
  - a) The right to be informed about Our collection and use of personal data (see Section 5);
  - b) The right of access to the personal data We hold about you (see section 5);
  - c) The right to rectification if any personal data We hold about you is inaccurate or incomplete;
  - d) The right to be forgotten – i.e. the right to ask Us to delete any personal data We hold about you (We do not retain any personal data from the users of our site other than that described at Section 5));
  - e) The right to restrict (i.e. prevent) the processing of your personal data;
  - f) The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
  - g) The right to object to Us using your personal data for particular purposes; and
  - h) Rights with respect to automated decision making and profiling.
  - i) If you have any cause for complaint about Our use of your personal data, please contact Us
  - j) For further information about your rights, please contact the Information Commissioner’s Office or your local Citizens Advice Bureau.

## 5. **What Data Do We Collect?**

5.1 We only collect the following data as a result of you using Our site:

- a) Your IP address;
- b) A time stamp of when you visit each page of Our Site.

5.2 None of the data described at paras 5.1(a or b) is retained or used for any other purpose than Our Site traffic analysis and We do not pass the data obtained to any other third-party.

5.3 In addition, Google Analytics acts as a Data Processor under Our control to monitor traffic flow through Our Site. However, Google does not provide Us with any data that would allow Us to identify a web user in any way and Google are contractually bound to Us to process data gathered from users of Our Site in accordance with Our Policy.

5.4 Visitors to the shelvingsolutionsltd.co.uk website have the option to provide name, company, email and telephone number details so that they may download a Configuration Guide.

## 6. **How Do We Use Your Data?**

6.1 The data collected by the shelvingsolutionsltd.co.uk website at para 5.4 is stored in an internal Capsule CRM system and used for the purposes of marketing.

6.2 Marketing to data subjects using the data collected at para 5.4 is by positive consent and visitors have the option to unsubscribe to this service on every occasion of contact made by the Group thereafter.

6.3 For all other websites, other than for analytical purposes described at para 5.1 we do not process, retain or store any personal information gathered from your use of any of Our Sites.

## 7. **Do We Share Your Data?**

We do not share any of your data with any third parties for any purposes.

## 8. **Your Right to Withhold Information**

You may access any of Our Sites without providing any data at all.

## 9. **Contacting Us**

If you have any questions about any of Our Sites or this Privacy Policy, please contact Us using the contact information provided at Para 2.

## 10. **Changes to Our Privacy Policy**

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.