

## Privacy Policy

This is Proud Interiors Limited privacy policy. It tells you who we are, how we collect information about you, whether and how we store that information, and what we use it for, with whom we intend to share your information, and whether it may be transferred outside the European Economic Area ('EEA').

Please read the policy carefully. If you do not agree with it, then please do not use our website.

### 1. We are Proud Interiors Limited.

Proud Interiors  
The Design Studio  
35 Red Lane  
Claygate  
Surrey, KT10 0ES

### 2. How we collect information

2.1. We may collect information about you from your completion of our on-line forms or from any email you send to us

2.2. We may collate records of site statistics about the use of our website, but not in a format that identifies any individual.

2.3. We use cookies.

2.4 Cookies are small text files which are transferred from this website and stored on your computer's hard drive. They enable a website to "remember" who you are.

2.5 Most browsers are automatically set to accept cookies but if you are using Internet Explorer, Chrome, Firefox or Safari, you should be able to configure your browser to restrict cookies or block all cookies if you wish. This may, however, affect your ability to log into and use certain areas of our site. Browser-specific instructions on how to restrict or block cookies may be found on the IAB's website at <http://www.youronlinechoices.com/>

2.6 We use session cookies to keep track of your session when you use our website. As part of our online shopping service we use session cookies to remember what is in your shopping basket. Session cookies are deleted when you close your browser. We do not use persistent cookies which remain on your browser until you delete them. No cookies on our site are served or used by third parties. We do not use "spyware", that is web bugs or hidden identifiers or other similar devices to gain access to information, store hidden information or to trace activities of users. More information on cookies can be found at <http://www.youronlinechoices.com/>

### 3. Storage of information

3.1. Your information will be stored on our web server and we will keep a backup copy. We may also store your information on paper at our offices.

3.2. We will keep your information secure by taking appropriate technical and organisational measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage.

### 4. What we use your information for

4.1 We will use your information to provide you with any further details or information you request when you contact

5. We will not share your information with any other organisation except in the following circumstances.

5.1 we will share your information with our hosting provider Toolkit Websites to enable them to host your information or to register you as a user of our site.

5.2. we will give third party providers who supply services to us (for example, as part of hardware or software maintenance) or who process information on our behalf (such as our hosting company) incidental access to your information

5.3 We will disclose your information to enforcement authorities if asked to do so, or to a third party in the context of actual or threatened legal proceedings

5.4 Any credit or debit card details you supply when using our online shopping service will be passed to our payment provider and your card issuer.

6. We will not transfer your information outside the EEA. The EEA comprises certain countries within Europe (including the EU) which have similar laws on data protection. Other countries outside the EEA may not give the same level of protection to your information.