

# Privacy Statement

I-floor Ltd respects the privacy of every individual. We are committed to safeguarding any information that you give to us. This statement outlines what information we may collect from you and how we use that Information.

## **What information we collect**

We may collect and store information you send to us that is considered sensitive by the General Data Protection Regulation 2018 (GDPR). This information may be required in order to process all orders and ensure payments are made.

### **1. How we use your information**

We use the information we collect from you to provide the best possible service and on occasion, we will use your information for various commercial communications and marketing purposes. We are continually developing products and services based on information and feedback we receive from visitors to our website and app, which we may share with you.

Client Account information held in our database.

- 1) Company name
- 2) Company Address
- 3) Account Contact name
- 5) Email, fax and phone numbers for debt collection contact names
- 6) Email, fax and phone numbers for Account Contact name
- 7) Preferences on how you would like to be kept up to date
- 8) Your company trading style
- 9) Your company registration number if applicable
- 10) What type of services or goods you provide
- 11) Bank Details

All of the above is required by I-Floor Ltd, we will from time to time email or post you marketing literature on our service or new products we might think would help you in the future, you can opt out of marketing information at any time by emailing [sales@rbcgroup.co](mailto:sales@rbcgroup.co) with your Name and address or simply type removed.

We may disclose your information to any of our employees, subcontractors or associated companies as reasonably necessary to provide you with our services. We will never sell your information to third parties for marketing purposes. Other than as required by law, or as set out in this privacy statement, we will not disclose information about you to any third party without your permission.

## **2. Security**

I-Floor will take reasonable technical and organisational precautions to prevent loss, misuse or alteration of the personal information you provide. Of course, the transmission of data over the internet is inherently insecure and we cannot guarantee the security of data sent over the internet.

## **3. Third party websites**

This website may contain links to external websites that have been created, edited or maintained by third parties. I-Floor Ltd does not accept any responsibility for the privacy policies or practices of third parties.

## **4. Your rights**

I-Floor Ltd fully complies with all aspects of the General Data Protection Regulation 2018. You may request copies of the personal information we hold about you or request to amend any factual inaccuracies or delete any personal information we have on record. Any requests must be directed to [sales@rbcgroun.co](mailto:sales@rbcgroun.co) or in writing to I-Floor Ltd, Unit 3, Trinity Centre, Park Farm Industrial Estate, Wellingborough, NN8 6ZB. Any request may be subject to an administration fee if the request is manifestly unfounded or excessive. We may withhold such personal information to the extent permitted by law.

## **5. Revisions**

From time-to-time, we may revise this statement. If changes are made updates will be issued on our website to ensure you are fully aware of any changes to the disclaimer. We recommend you check in time to time for any changes

If you have any queries regarding this privacy statement or the treatment of your personal information please call our team on 01933 679058.