**Privacy and cookies policy contents**

**Introduction:** commitment to privacy; document applies to controlled personal data; consent to use of cookies; website privacy controls; data controller name.

How we use your personal data: introduction to categories, purposes and legal bases of processing; processing of usage data; processing of account data; processing of profile data; processing of service data; processing of publication data; processing of enquiry data; processing of customer relationship data; processing of transaction data; processing of notification data; processing of communication data; processing of other data; processing for legal claims; processing for risk management; general purposes of processing personal data; disclosure of third party personal data.

**Automated decision-making**: personal data used in automated decisions; logic involved in automated decisions; significance of automated decisions.

**Providing your personal data to others**: intra-group disclosures of personal data; disclosure of personal data to insurers etc; disclosures of personal data to hosting services providers; disclosures of personal data to subcontractors; disclosure of personal data to payment services providers; disclosure of personal data to third party suppliers; disclosure of personal data necessary for legal compliance etc.

**International transfers of your personal data**: introduction to international personal data transfers; international transfers within business; international transfers to hosting services provider; international transfers to subcontractors; publication of personal data on internet.

**Retaining and deleting personal data**: data retention introduction; personal data retention default rule; personal data retention specific rules; personal data retention criteria; personal data deletion exception.

**Security of personal data**: appropriate technical and organisational security measures; personal data stored on secure servers and computers; encrypted storage of personal data; security of server-browser communications; unencrypted data sent over internet is insecure; password security.

**Your rights**: introduction to data subject rights summaries; list of data subject rights; summary of right to access personal data; summary of right to rectification of personal data; summary of right to erasure of personal data; summary of right to restrict processing of personal data; summary of right to object to processing of personal data; summary of right to object to processing of personal data for direct marketing; summary of right to object to processing of personal data for research purposes; summary of right to personal data portability; summary of right to complain to data protection supervisory authority; summary of right to withdraw consent to personal data processing; exercise of data subject rights.

**Third party websites**: hyperlinks to third party websites; no responsibility for third party privacy policies.

**Personal data of children**: website targeted at persons over specified age; deleting personal data of children.

**Updating information**: correcting or updating personal information.

**Acting as a data processor**: acting as a data processor; not applicable as data processor.

**About cookies**: what are cookies? persistent and session cookies; cookies and personal data.

**Cookies that we use**: purposes for which cookies are used (including shopping cart).

**Cookies used by our service providers**: use of cookies by services providers; google Analytics cookies; google advertising cookies; Facebook pixel; service provider cookies (generic).

**Managing cookies**: how to manage cookies; negative impact of blocking cookies; effects on website use of blocking cookies.

**Cookie preferences**: managing cookie preferences.

**Amendments:** amendment by publication; check for changes to policy

; notification of changes to policy

**Our details:** website operator name; company registration details; place of business; contact information.

**Data protection registration**: registered with ICO; data protection registration number.

Representative within the European Union: identity and contact details of representative of data controller.

**Data protection officer:** data protection officer contact details.

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