# one A wines I Privacy Policy

# Last update: 24th May 2018

Looking after the personal data you share is hugely important to us. This privacy policy has been compiled to help you better understand the personal data we collect, how and why we use personal data, how we share your information, how we protect it and the rights you have when it comes to your personal data.

# How to contact us:

We want to make sure that the personal data we hold about you is accurate and up-to-date.

Under the Data Protection Act 1998 (and the General Data Protection Regulation from May 2018), you have the right to see the personal data we hold about you. This is called *Subject Access Request* 

If you would like a copy of the personal data we hold about you, or if you believe it to be incorrect, please write to:

One A Wines Ltd. 1A Kempsford Road London, SE11 4NU

You can also email us at <u>hello@oneawines.com</u> call us on +44 (0) 207 840 9111 We reserve the right to change this policy at any time, so please check back regularly to keep informed of updates.

# Contact and interaction with you:

If you sign up to our newsletter you are giving us permission to store data about you and interact with you to provide the information you requested. Contact can take place over the phone, email, by post or through social media.

To unsubscribe from receiving future marketing emails, you can follow the instructions at the bottom of each email and we will promptly remove you from all bulk correspondence, although you may receive emails from individuals, please contact us if you would like to be removed from ALL correspondence from One A Wines.

# What this policy covers:

This policy applies to the site and all products offered by One A Wines and explains:

- The type of personal data that we collect and where it is stored
- How and why we collect and use your personal data
- How we use cookies and similar technologies
- How we use personal data to contact and interact with you
- How and why we share your personal information
- How we protect personal data
- How to contact us

This policy also applies if you contact us or we contact you about our services.

# Personal data we collect:

When you subscribe to our newsletter you may provide us with:

• Your name and email address

When you browse our website, we may collect:

- Information on your online browsing behaviour
- Information about the devices you have used

When you contact us or we contact you, we may collect:

- Details of the emails and other digital communications we send to you that you open, including any links in them that you click on and the links that you then visit on our website
- Details of such correspondence

The personal data that we collect from you is transferred to, and stored at, a destination outside the European Economic Area ("EEA"). By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

#### How we use personal data:

We collect, store and process your personal data to improve your experience with the gallery and provide the goods and services you require.

Uses made of the information we collect:

- For administration and maintenance of the website and services.
- To provide you with the information that you have requested from us (including receipt of marketing emails or other information)
- To respond to queries raised by you
- To carry out obligations arising from contracts entered into between you and us
- To comply with legal obligations or for the protection and enforcement of legal rights; and
- In connection with any sale of our business or assets

# Cookies and similar technologies:

Cookies are small data files that allow a website to collect and store a range of data on your desktop computer, laptop or mobile device. We use cookies and similar technologies (e.g., tags) on our website to distinguish you from other users, helping us to personalise and improve your experience of our website and the gallery.

We use cookies to:

- Understand how our website is being used, for example, by telling us if you get an error message when you browse
- Understand and save your preferences and contact details so you do not have to submit this information twice
- Measure the effectiveness of our marketing communications, for example by telling us if you have opened a marketing email that we have sent you

• Help us compile data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may use trusted third-party services, like Google Analytics, that track this information on our behalf

Some cookies are necessary so you should not disable these if you want to be able to use all the features of our website. You can disable cookies but this may affect your full experience of the website.

# Where we store personal data:

We store your personal data on the systems and services we use to help collect and manage the data we process. The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, amongst other things, the fulfilment of your order, the processing of your payment details or the provision of services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure your data is treated securely and in accordance with this privacy policy.

# Sharing personal data:

We may share your personal data with selected third parties including business partners, suppliers, service providers and subcontractors for the performance of any agreement we enter into with you.

We may also share personal data if we are under a duty to disclose or share it in order to comply with any legal obligation, or in order to enforce or apply our website's terms of use or our terms and conditions of supply and other agreements, or to protect our rights, property, or safety or that of our customers or others, including exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

# How we keep information secure:

Our website and other services use encryption to protect your personal data. Any information we transmit via the internet, including our email communications, are encrypted while in transit. Although we do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website or other services over networks that we do not control. Any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.