

## **PRIVACY POLICY – SERIOUSLY GREEN LTD**

This privacy policy sets out how Seriously Green Ltd collects, uses, shares and protects personal information that you give when you use this website (“the Site”).

We are committed to ensuring that your privacy is protected at all times. Any information that you provide will be handled in accordance with this privacy policy.

### **Who we are:**

We are Seriously Green Ltd, founded and owned by Lucinda Farrington-Parker:

- Company No. 09097339 (registered in England)
- VAT registration no. 190 1286 19
- Address: 52 Manor Road, Sandbach, Cheshire CW11 2ND

Seriously Green Ltd Ltd is registered with the Information Commissioner’s Office as a processor of data; our registration reference is ZA211603.

### **Data we collect about you:**

When you visit the Site, we automatically collect certain information about your device, including information about your web browser, IP address, time zone, and some of the cookies that are installed on your device. Additionally, as you browse the Site, we collect information about the individual web pages or products that you view, what websites or search terms referred you to the Site, and information about how you interact with the Site.

We collect this information using the following technologies:

- “Cookies” are data files that are placed on your device or computer and often include an anonymous unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>
- “Log files” track actions occurring on the Site, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps.
- “Web beacons,” “tags,” and “pixels” are electronic files used to record information about how you browse the Site.

Additionally, when you make a purchase or attempt to make a purchase through the Site, we collect certain information from you, including your name, billing address, shipping address, payment information (including credit card number), email address, and phone number.

### **How we use and handle your data:**

We use the Order Information that we collect generally to fulfill any orders placed through the Site (including processing your payment information, arranging for shipping, and providing you with invoices and/or order confirmations). Additionally, we use this information to:

- Communicate with you;
- Screen our orders for potential risk or fraud; and
- When in line with the preferences you have shared with us, provide you with information or advertising relating to our products or services.
- We use the Device Information that we collect to help us screen for potential risk and fraud (in particular, your IP address), and more generally to improve and optimize our Site (for example, by generating analytics about how our customers browse and interact with the Site, and to assess the success of our marketing and advertising campaigns).

### **Sharing your personal information:**

We will not sell or rent your information to third parties or share your information with third parties for marketing purposes. However, we do have Third Party Service Providers working on our behalf and will share your Personal Information with them to help us use it, as described above. For example:

- We use Weebly to power our online store – you can read more about how Weebly uses your Personal Information here: <https://www.weebly.com/app/help/us/en/topics/weebly-privacy-notice-may-23-2018>.
- When you use our secure online payment pages, your transaction is processed by a third party payment processor (Square), who specialise in the secure online capture and processing of credit/debit card transactions. Their privacy policy can be found here: <https://squareup.com/gb/en/legal/general/privacy-no-account>
- We may also use Google Analytics to help us understand how our customers use the Site – you can read more about how Google uses your Personal Information here: <https://www.google.com/intl/en/policies/privacy/>.

Finally, we may also share your Personal Information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights.

### **Your rights:**

You may request details of personal information that we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held on you please contact us.

If you believe that any information we hold about you is incorrect or incomplete then please write to or email us as soon as possible and we will promptly correct any information found to be incorrect.

### **Data Retention:**

When you place an order through the Site, we will maintain your Order Information for our records unless and until you ask us to delete this information.

### **Changes:**

We may update this policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

### **Links to other websites:**

You may encounter a link to an external website page whilst visiting the Site. If the link is to a website that is operated by a third party you should know that we have no control over that website and as such cannot be responsible for the protection and privacy of your data or information you provide whilst visiting that site.

### **Contact Us:**

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by e-mail at [enquiries@seriouslygreen.co.uk](mailto:enquiries@seriouslygreen.co.uk) or by mail at the following address:

- 52 Manor Road, Sandbach, Cheshire CW11 2ND