

Bayliss & Booth Privacy Policy

Version 3 – April 2022

Our contact details

Name: Bayliss & Booth

Address: Lushington Hill, Wootton, Isle of Wight, PO33 4RD

Phone Number: 01983 528600

E-mail: info@baylissandbooth.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Name
- Address/s
- Current living/moving status
- Postcode
- Email address
- Business/company name
- Job title
- Telephone numbers
- Preferred contact method/s
- Social Media contact details
- Preferences and interests – related to shopping at Bayliss & Booth

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Phone, email or mail contact related to product enquiries or purchases
- E-Newsletter

We also receive personal information indirectly, from the following sources in the following scenarios:

- Any of our suppliers if you have contacted them directly for information about your local supplier for that Brand e.g., Lacanche

We use the information that you have given to contact you about your specific product enquiry.

We may share this information with one of our appointed delivery carriers to arrange a delivery to you.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Carole Lambert at info@baylissandbooth.co.uk

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We have a legitimate interest.

How we store your personal information

Your information is securely stored on our electronic customer database.

This information is kept indefinitely until you request that your details are removed from our database.

We keep specific product enquiry and/or purchase paperwork for 12 months. We will then dispose your information by a confidential shredding service.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request, please contact us:

By email at info@baylissandbooth.co.uk

Write to us at Bayliss & Booth, Lushington Hill, Isle of Wight, PO33 4RD

Or call 01983 528600.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by emailing us at info@baylissandbooth.co.uk or writing to, Bayliss & Booth, Lushington Hill, Isle of Wight, PO33 4RD.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>