



**COGRI GROUP**

## **Privacy Policy (Updated 21/05/18)**

Welcome to CG Flooring Systems Ltd website privacy policy.

This website is operated and information is collected by:

CG Flooring Systems Ltd  
Dene House, North Road, Kirkburton, HD8 0RW  
Company Registered Number: 3989136  
VAT Number: 746564405

CG Flooring Systems Ltd is committed to preserving the privacy of all visitors to our website at [www.cg-flooring.com](http://www.cg-flooring.com) inline with the General Data Protection Regulation (GDPR).

Please read the following privacy policy to understand how we use and protect the information that you provide to us.

This policy (together with [Terms and Conditions](#)) sets out the basis on which any personal data we collect from you, or you provide to us, will be processed by us.

### **Information collected from you**

We may collect and process the following data about you:

- Information by filling in forms
- Subscribing to our e-newsletter or social media channels
- If you contact us we may keep a record
- Details of transactions and fulfilment of your orders
- Visits to our site including traffic and location data
- We only store your relevant personal data

### **Use of Your Information**

We use information about you in the following ways:

- To ensure that content on our site is presented in the most effective manner for you and your computer
- To carry out our obligations arising from any contracts entered into between you and us.
- If you have opted in to receiving marketing communications you will always have the option to unsubscribe. You can also unsubscribe from email communications at any time using the unsubscribe link contained in each message.



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## Security

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires. If a breach was to occur you will be informed immediately and the [Information Commissioner's Office \(ICO\)](#) will be informed within 72 hours.

## Disclosure of Your Information

The information you provide to us may be accessed by or given to third parties some of whom may be located outside the European Economic Area who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information, fulfil and deliver orders, and provide support services on our behalf. We may also pass aggregate information on the usage of our website to third parties but this will not include information that can be used to identify you. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

## Links to Other Websites

CG Flooring Systems Ltd may contain links to other websites of interest. However, once you have left our website we cannot therefore, be responsible for the protection and privacy of any information which you provide whilst visiting such sites.

## Accessing and Updating

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. Through GDPR you have the right to request your personal data to be completely erased. If you wish to do this, please contact us on +44 (0) 1484 600085.

## Changes To Our Privacy Policy

CG Flooring Systems Ltd has the right to change any of these privacy policies at any time by posting a new privacy policy on the website. We will make the latest version of the privacy policy available for you to read at all times. It's your responsibility to read the websites privacy policy regularly to make sure you are aware of any changes. Your continued use of our website will be deemed acceptance of the changes to the privacy policy. We recommend that, from time to time, you print off and keep a copy of this privacy policy relating to any product, service that you apply for on our website for your own records.

## Contact

All comments, queries and requests relating to our use of your information are welcomed and should be addressed to [info@cg-flooring.com](mailto:info@cg-flooring.com) or you can call us on +44 (0) 1484 600085.

