



# Privacy policy

This privacy policy applies between you, the User of this Website and Red Mist Services Ltd, the owner and provider of this Website. Red Mist Services Ltd takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website.

Please read this privacy policy carefully.

## Definitions and interpretation

1. In this privacy policy, the following definitions are used:

<b>Data</b>	collectively all information that you submit to Red Mist Services Ltd via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws;
<b>Data Protection Laws</b>	any applicable law relating to the processing of personal Data, including but not limited to the Directive 96/46/EC (Data Protection Directive) or the GDPR, and any national implementing laws, regulations and secondary legislation, for as long as the GDPR is effective in the UK;
<b>GDPR</b>	the General Data Protection Regulation (EU) 2016/679;
<b>Red Mist Services Ltd, or us</b>	Red Mist Services Ltd, a company incorporated in England and Wales with registered number 45 Roberston Street whose registered office is at Hastings, E Sussex, TN34 1HL;
<b>User or you</b>	any third party that accesses the Website and is not either (i) employed by Red Mist Services Ltd and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Red Mist Services Ltd and accessing the Website in connection with the provision of such services; and
<b>Website</b>	the website that you are currently using, <a href="http://www.redmistservices.co.uk">www.redmistservices.co.uk</a> , and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. In this privacy policy, unless the context requires a different interpretation:

- a. the singular includes the plural and vice versa;
- b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
- c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
- d. "including" is understood to mean "including without limitation";
- e. reference to any statutory provision includes any modification or amendment of it;
- f. the headings and sub-headings do not form part of this privacy policy.

### **Scope of this privacy policy**

3. This privacy policy applies only to the actions of Red Mist Services Ltd and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.
4. For purposes of the applicable Data Protection Laws, Red Mist Services Ltd is the "data controller". This means that Red Mist Services Ltd determines the purposes for which, and the manner in which, your Data is processed.

### **Data collected**

5. We may collect the following Data, which includes personal Data, from you:
  - a. name;
  - b. contact Information such as email addresses and telephone numbers;
  - c. in each case, in accordance with this privacy policy.
  - d. we shall not collect ANY financial information.

### **How we collect Data**

6. We collect Data in the following ways:
  - a. data is given to us by you; and
  - b. data is collected automatically.

## Data that is given to us by you

7. Red Mist Services Ltd will collect your Data in a number of ways, for example:

when you contact us through the Website, by telephone, post, e-mail or through any other means;

when you use our services;

simply providing you with information about our services when enquiring ;

The lawful bases for processing are set out in Article 6 of the GDPR.

**(a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose and in this case where you provide your email address and consent to us sending marketing material / relevant email information relating to print / design opportunities we offer at Red Mist Ltd.

**(b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:** the processing is necessary to protect someone's life.

**(e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

in each case, in accordance with this privacy policy.

## Data – ICO

You may review a more detailed understanding via the website <https://ico.org.uk/>

## Data that is collected automatically

8. To the extent that you access the Website, we will collect your Data automatically, for example:

- a. we automatically collect some information about your visit to the Website. This information helps us to make improvements to Website content and navigation, and includes your IP address, the date, times and frequency with which you access the Website and the way you use and interact with its content.

## **Our use of Data**

9. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:

- a. internal record keeping;
- b. we will only send information in line with the preferences you indicate ;
- c. not used for marketing purposes ;

in each case, in accordance with this privacy policy.

10. We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed "Your rights" below).

11.

## **Who we share Data with**

12. We may share your Data with the following groups of people for the following reasons:

- a. third party service providers who provide services to us which require the processing of personal data - to help 3rd party affiliates to contact for any relevant issues pertaining to a specific project via Redmist Services Ltd.; in each case, in accordance with this privacy policy.

## **Keeping Data secure**

13. We will use technical and organisational measures to safeguard your Data, for example:

- a. access to your account is controlled by a password and a user name that is unique to you.
- b. we store your Data on secure servers.

14. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via this e-mail address: [john@r-mist.co.uk](mailto:john@r-mist.co.uk). Our Data Protection Officer designate – or by phone on 01424 205498

## **Data retention**

15. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for a period of no longer than 3 months to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.

16. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

## Your rights

17. You have the following rights in relation to your Data:

- a. **Right to access** - the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update or delete such information. If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is "manifestly unfounded or excessive." Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why.
- b. **Right to correct** - the right to have your Data rectified if it is inaccurate or incomplete.
- c. **Right to erase** - the right to request that we delete or remove your Data from our systems.
- d. **Right to restrict our use of your Data** - the right to "block" us from using your Data or limit the way in which we can use it.
- e. **Right to data portability** - the right to request that we move, copy or transfer your Data.
- f. **Right to object** - the right to object to our use of your Data including where we use it for our legitimate interests.

18. To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: [john@r-mist.co.uk](mailto:john@r-mist.co.uk).

19. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>.

20. It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

## Links to other websites

21. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

## Changes of business ownership and control

22. Red Mist Services Ltd may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of Red Mist Services Ltd. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

23. We may also disclose Data to a prospective purchaser of our business or any part of it.

24. In the above instances, we will take steps with the aim of ensuring your privacy is protected.

## **General**

25. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.
26. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.
27. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
28. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

## **Cookies**

A cookie is a small piece of information sent by the web server to a web browser, which enables the server to collect information from the browser.

We use cookies to identify you when you visit the website

You may turn off cookies – your computer menu will show you how

This website does **NOT** use cookies - redmistservices.co.uk - We won't be applying cookies, so we won't be tracking your visits to our website; we store no personal details unless you give us consent.

## **Changes to this privacy policy**

29. Red Mist Services Ltd reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact Red Mist Services Ltd by email at [john@r-mist.co.uk](mailto:john@r-mist.co.uk).

