



## **Globestock Ltd - Privacy Policy**

This policy sets out the types of personal data that we collect, how and why we collect it, when and why we can contact you, how we share personal data, your rights and how to contact us.

Sometimes we might have to make changes to this policy, so please check back regularly to keep informed.

### **Collecting and using your data**

The 'data controller' determines how and why personal data will be processed. The data controller in this instance is Globestock Limited. As a responsible Data Controller, we are committed to doing the right thing with your personal data.

Globestock Ltd may collect personal data about you, including: your name, which company you work for, your job role, telephone and fax numbers, email address, your correspondence history and your marketing preferences. *We do not store payment details.*

We collect and use certain information in relation to our contract with you or to fulfil a service. For example, we email quotation document or delivery information. We also collect personal data if you subscribe to our mailing list, or if you enter your personal data into one of our 'request a brochure' forms.

We regularly review the personal data that we hold and delete data not required, unless legally obliged to keep it. We will generally keep data for as long as is reasonably required, for the purpose for which it was given.

### **Sharing your data**

We may share data with the following types of company as an essential part of being able to provide our products/services to you. We will only share data with reputable organisations that we trust, such as:

- Delivery companies
- Professional service providers, including, accountants, consultants, etc.
- Credit reference agencies, law enforcement and fraud prevention agencies

We require these organisations to keep your personal data safe and are instructed they must not use your personal data for their own marketing purposes.

### **Protecting your data**

Globestock Ltd have robust safeguards in place to ensure that all personal data is safe and secure. This includes computer safeguards, such as anti-virus, firewalls and data encryption, as well as physical and procedural safeguards.

### **Marketing with your data**

**B2B customers:**

We may contact you from time to time, by email, post or telephone, with information that we think will be of interest to you. This may be service news or offers. We believe that we have a lawful basis for doing this as we have an established business relationship, and we want to make sure you are fully informed about any important news that might affect you. We will only send messages to you if we think you would want to know, and we will only do this for current customers.

You can unsubscribe from these messages at any time by emailing [info@globestock.co.uk](mailto:info@globestock.co.uk). Once unsubscribed, we will update our records to show that you do not want to be contacted in this way. Please note that it might take a few days for our records to be updated. Stopping marketing messages will not stop service communications, such as order notifications.

#### **B2C customers:**

Globestock Ltd will not send you marketing messages unless you say we can. For example, by subscribing to our mailing list. If you tell us to, we may contact you by email, post or telephone. You can stop receiving Globestock marketing messages at any time by emailing [info@globestock.co.uk](mailto:info@globestock.co.uk). Once unsubscribed, we will update our records to show that you do not want to be contacted in this way. Please note that it might take a few days for our records to be updated. Stopping marketing messages will not stop service communications, such as order notifications.

#### **Cookies**

Cookies are small data files that allow a website to collect and store a range of data on your device.

Like many other websites, Globestock Ltd use cookies to personalise and improve your customer experience when you use our website.

By using our website, you agree to us placing cookies on your device and accessing them when you visit the site in the future. You can use your browser settings to accept or reject new cookies and to delete existing cookies. Please note, if you delete or don't accept cookies, our website might not work how it is intended to - your user experience might be affected.

#### **Your rights**

When it comes to your personal information you have a lot of rights, including the right to see the personal data that we hold about you. This is called a Subject Access Request (SAR). If you would like to submit an SAR, or to have any data inaccuracies corrected, please email [info@Globestock.co.uk](mailto:info@Globestock.co.uk). We may require proof of identity.

#### **Contacting us**

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[info@Globestock.co.uk](mailto:info@Globestock.co.uk)



Signed:  
Managing Director

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