



PRIVACY POLICY

This policy relates to the processing of personal data as undertaken by Design Cleaning Services (UK) Ltd.

Design Cleaning Services (UK) Ltd is a registered business no: 11758101 at Office 7, 35-37 Ludgate Hill, London, EC4M 7JN.

This privacy policy sets out how Design Cleaning Services (UK) Ltd uses and protects any personal information.

Design Cleaning Services (UK) Ltd is committed to ensuring that your privacy is protected and that we collect personal information fairly and transparently. Should we ask you to provide certain information by which you can be identified, then you can be assured that will only be using it in accordance with this privacy statement. Design Cleaning Services (UK) Ltd may change policy from time to time and will update this policy accordingly.

What information is collected?

We may collect the following information:

- Information relating to your position in your company, for example your name, job title, place of work and role
- If you are a company director, we may also process data relating to your directorship that is in the public domain
- If you make an enquiry about our products or services whether via our website, telephone or email we will collect information about you and a brief summary of your enquiry in order to respond to it correctly
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to your employment with and/or relationship with Design Cleaning Services (UK) Ltd.
- Other information relevant to customer surveys and/or offers may also be requested on occasion.



The information we collect allows us to:

- Communicate effectively with you when responding to enquiries
- Provide you with information on other products and services if you choose to receive such information
- Provide our services to you based on accurate information
- Maintain accurate and concise internal records including the store & use in our CRM system
- Comply with HR, Financial and legal requirements
- For Design Cleaning Services (UK) Ltd employees, we may periodically send important information that may affect your day to day job and other company matters and announcements.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

We encourage users to share our content and/or like our profile on the social media websites such as Facebook, LinkedIn and Twitter. In order to make social sharing accessible, our website utilises



widgets from third parties. Cookies and privacy implications from the from the social networks vary and will be dependent on your nominated privacy settings with each network. Social Sharing buttons will only deploy cookies if you are signed to that particular social network at the time of your visit to our website.

Links to other websites

This privacy policy only applies to this website, and doesn't cover other site with services and transactions that we link to. If you follow a link from this website or follow a link from another website to www.designcleaning.co.uk, please read the privacy policy of the website you came from/are going to for more information on their how they use your information.

All data processing undertaken by Design Cleaning Services (UK) Ltd is carried out on a lawful basis as per the General Data Protection Regulation, Article 6(1).

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. Transmitting information over the internet is generally not completely secure, and we cannot guarantee the security of your data. Any data you transmit is at your own risk.

By submitting your personal data, you agree to this.

We won't share your information with any other organisations for marketing, market research or commercial purposes, and we don't pass on your details to other websites.



Disclosing your information

In line with GDPR Article 6(1)(c), we may pass on your personal information and exchange any of your details if we have a legal obligation to do so, or in order to enforce or apply our contract terms and conditions or other agreements.

Controlling your personal information

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR) and ask. If you would like a copy of the information held on you please write to Design Cleaning Services (UK) Ltd, Office 7, 35-37 Ludgate Hill, London, EC4M 7JN.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at info@designcleaning.co.uk. We will promptly correct any information found to be incorrect.

Signed:

Elad Amir - Managing Director

Design Cleaning Services (UK) Ltd