

## 1. Introduction

Cedar Group Interiors Limited (“we”, “us”, “our”) respects your privacy and is committed to protecting your personal data. This Privacy Policy explains how we collect, use, share and protect personal data when you:

- Visit or interact with our website;
- Contact us regarding our services;
- Engage with us as a customer, supplier, or other stakeholder.

This Policy also explains your rights under applicable UK data protection law, including the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

## 2. Who We Are

### **Cedar Group Interiors Limited**

Registered in the UK

Company Number: 16946885

Registered Address: Unit 3, The Triton Centre, Premier Way, Abbey Park Industrial Estate, Romsey, Hampshire, SO51 9DJ

Email: [enquiries@cedargroupinteriors.com](mailto:enquiries@cedargroupinteriors.com)

Phone: 01794 525 055

We are the **data controller** for the purposes of this Policy.

## 3. Personal Data We Collect

We may collect and process the following personal data:

### 3.1 Directly Provided Information

- Name;
- Contact details (email, phone number, address);
- Company/organisation details when applicable;
- Any other information you provide when contacting us or submitting forms.

### 3.2 Automated and Technical Information

- IP address;
- Browser and device information;
- Cookies and similar technologies (see Section 9).

### 3.3 Service-Related Information

- Project details, preferences and requirements;
- Correspondence and call recordings (where permitted and necessary for service delivery).

### 3.4 Employment, Supplier and Contractor Data

- CVs, references, payment/bank details (where legally permitted);
- Contractual and engagement details.

#### 4. How We Use Personal Data

We process personal data for the following purposes and on lawful bases, including:

Purpose	Lawful Basis
To respond to enquiries and provide services	Performance of a contract; Legitimate interests
To administer and manage orders, projects and accounts	Performance of a contract; Legal compliance
To send service-related updates	Contractual necessity
To send marketing (with consent where required)	Consent; Legitimate interests where appropriate
To comply with legal obligations	Legal obligation
For security, fraud prevention and troubleshooting	Legitimate interests

Examples include:

- Communicating with you about our services;
- Sending invoices and service information;
- Improving our website and services;
- Detecting and preventing abuse or fraud;
- Fulfilling legal obligations (e.g., business records, tax).

#### 5. Marketing Communications

We will only send you marketing messages where you have:

- Given clear consent; or
- We have a legitimate interest and you have not opted out.

You may opt out at any time by following unsubscribe instructions or by contacting us at:  
**[Insert Contact Email]**

#### 6. Sharing and Disclosure of Data

We may share personal data with:

- **Service providers and processors** (e.g., email platforms, CRM, payment processors);
- **Professional advisors** (legal, accounting) where necessary;

- **Regulatory or law enforcement authorities** when required by law.

We do **not** sell personal data to third parties.

## 7. International Transfers

Where personal data is transferred outside the UK (e.g., to cloud providers hosted overseas), we ensure appropriate safeguards such as:

- Model Contractual Clauses;
- Adequacy decisions.

We only transfer data to jurisdictions with adequate protections.

## 8. Data Retention

We retain personal data only as long as necessary for the purposes for which it was collected, including:

- To fulfil contractual requirements;
- To meet legal obligations (e.g., tax, accounting);
- To defend or exercise legal rights.

Typical retention periods may be:

- Project and contractual records: **6–7 years** after completion (for statutory purposes);
- Marketing consent and preferences: **until withdrawn**;
- Website logs and analytics: **up to 24 months**.

## 9. Cookies and Similar Technologies

Our website uses cookies and tracking technologies to improve user experience and understand website usage.

**Cookies may be:**

- **Essential** – required for site functionality;
- **Functional, Analytical or Performance** – used to understand usage and improve services;
- **Targeting or Advertising** – subject to consent.

You may manage cookie preferences via your browser settings or our cookie banner.

## 10. Your Rights

Under UK data protection law, you have the right to:

- Access your personal data;
- Request correction of inaccurate data;

- Request erasure (“right to be forgotten”) in certain circumstances;
- Request restriction of processing;
- Object to processing including direct marketing;
- Data portability where applicable;
- Withdraw consent at any time (without affecting prior lawful processing);
- Complain to the UK Information Commissioner’s Office (ICO).

To exercise your rights, contact us at: [enquiries@cedargroupinteriors.com](mailto:enquiries@cedargroupinteriors.com)

### **11. Security**

We implement appropriate technical and organisational measures to safeguard personal data against loss, misuse, unauthorised access, disclosure, alteration, and destruction.

### **12. Third-Party Links**

Our website may contain links to third-party sites. We are not responsible for the privacy practices or content of those sites. We encourage you to read their privacy policies.

### **13. Changes to This Policy**

We may update this Policy from time to time. The **Effective Date** will be revised accordingly. Please review regularly for changes.

### **14. Contact Us**

#### **Data Protection Contact:**

Email: [enquiries@cedargroupinteriors.com](mailto:enquiries@cedargroupinteriors.com)

Address: **Unit 3, The Triton Centre, Premier Way, Abbey Park Industrial Estate, Romsey, Hampshire, SO51 9DJ**

Phone: **01794 525055**