

DATA PROTECTION AND PRIVACY POLICY

General Policy

This privacy policy sets out how Russell Flooring uses and protects any information that you give Russell Flooring Limited.

Russell Flooring is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

What we Collect

We may collect the following information:

- Name
- Contact information including email address and telephone number
- Demographic information such as postcode, preferences, and interests

What we do with the Information we Gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping
- We may use the information to improve our products and services
- We will not contact you for promotional or market research purposes, unless you agree that we may
- Your information will be securely destroyed when it is no longer required in accordance with legal requirements

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.

Controlling your Personal Information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We will not use your personal information to send you

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promotional information about third parties which we think you may find interesting unless you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the UK Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you, please write to:

Russell Flooring Ltd
11 Water Lane
Halifax
HX3 9HG

mail@russellflooring.co.uk

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 the above address. We will promptly correct any information found to be incorrect.

SIGNED:



JASON SUTCLIFFE

DATE:

5th January 2026