

## **Privacy Notice for Furniture4U**

**May 2018  
V1.0**



# Furniture4U

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)

This notice provides additional privacy information for:

- Members of the public
- Suppliers to Furniture4U

It describes how we collect, use and share personal information about you

- In relation to using the Furniture4U service
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

## Purpose(s)

We collect your personal information for the following purpose(s):

- If you purchase any goods through our service
- If you request a quote on the purchase of goods
- If you are a supplier to Furniture4U
- If you raise any complaints

## Categories of personal data

In order to carry out these purposes we collect and obtain:

- Basic details about you such as name, address, telephone number, email address.
- Contact we have had with you, such as any correspondence regarding your purchase.
- Financial information e.g. benefits
- Your credit/debit card details if you have paid for a service by card, however this won't be stored and is used solely for processing.

## **Legal basis for processing**

The legal basis for processing your personal information is:

- you, or your legal representative, have given consent
- you have entered into a contract with us (e.g. the purchasing of goods)
- in the public interest or in the exercise of official authority

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

## **Information sharing/recipients**

We may share personal information about you with the following types of organisations:

- Suppliers – Your basic details will be passed on to the furniture suppliers so they are able to arrange a delivery time with yourselves as well as delivery time.
- Teams within the Council in order to provide our services e.g. Local Welfare Provision

## **Automated Decisions**

For this service:

- All the decisions we make about you involve human intervention

## **Data retention/criteria**

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

## **Rights of individuals**

You may exercise the rights listed below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team.

## **Updates to Privacy Notice**

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details