

Our Commitment To Privacy

At Used Aeron Chair, a division of Clear Environment Ltd, we deeply value your privacy and the security of your personal data. Our comprehensive privacy policy details how we handle your data during website interactions, fully compliant with data protection laws. You can download our privacy policy by clicking on the link contained in this paragraph.

Contents of Our Privacy Policy

1.Identity and Key Information: We introduce Clear Environment Ltd, the data controller. This section establishes our identity and details our commitment to data protection laws.

2.Data Collection: Here, we specify the types of personal data we collect, including names and contact details, vital for our service delivery.

3.Collection Methods: This part explains how we gather data, primarily via direct interactions like forms, emails, and calls.

4.Data Usage: We describe using your data for contract performance, legitimate interests, and legal compliance.

5.Data Sharing: This section outlines how we responsibly share data within the UK with service providers and legal authorities for specific purposes.

6.Europe & International Transfers: We confirm that we keep data within the UK, adhering to local data protection laws for maximum security and compliance.

7.Data Security Commitment: Learn about our rigorous security measures to prevent unauthorized data access and breaches.

8.Retention Policies: We discuss our approach to retaining your data only as long as necessary, based on legal and operational considerations.

9.Your Data Rights: Understand your rights over your data, including access, correction, and erasure rights.

10.Policy Updates and Obligations: Stay updated on changes to our privacy policy and your responsibilities in informing us of your data changes.

11.Contact and Complaints: Reach out for queries or complaints, and learn how to approach the Information Commissioner's Office for further assistance.

Identity and Key Information

At Clear Environment (Office Clearance) Ltd, we take our responsibility as the data controller seriously. We manage your personal data with the utmost care, determining the hows and whys of its processing.

This section is fundamental, as it establishes our identity and underscores our commitment to data protection laws. Furthermore, it provides a foundational overview for the comprehensive explanations in subsequent sections.

Data Collection

In this key part, we detail the personal data types we collect from you, including Identity Data like your name and Contact Data such as email and phone numbers. This section is crucial, as it informs you about the data we handle, playing a central role in our transparency and commitment to data protection.

●**Identity Data:** Such as your first and last name, which helps us identify you as an individual.

●**Contact Data:** This includes information like your email address, telephone number, and home or business address, crucial for communication and service delivery.

Collection Methods

Here, we describe the diverse ways we collect your data, mainly through direct interactions like forms and communications. This clarification aims to strengthen the trust you place in us.

Direct Interactions: You provide data directly when you fill out forms on our website, correspond with us via phone, email, or post, or interact with our services. This includes information you give us when you sign up for our products or services, subscribe to our newsletter, or request marketing materials to be sent to you.

Data Usage

We use your data for various purposes, notably for contract performance, legitimate interests, and legal compliance. This section is vital, as it gives you a clear understanding of our data usage, aligning with your rights and interests.

1.**Performance of Contract:** Processing your data as necessary for the performance of a contract with you, such as when you purchase a product or service from us.

2.Legitimate Interests: We use data for our legitimate business interests, such as improving our services and offerings, while ensuring that the impact on your privacy is considered and balanced.

3.Legal Compliance: We may process your data to comply with our legal obligations, ensuring adherence to laws and regulations.

Data Sharing

In this part, we outline our data sharing practices, which include collaborations with service providers and legal authorities, always respecting your privacy and strictly following legal requirements.

1.Service Providers: We may share your data with companies that provide services on our behalf, such as IT support and system administration.

2.Professional Advisors: This includes lawyers, bankers, auditors, and insurers who require the information for consulting, banking, legal, insurance, and accounting services.

3.Legal Authorities: If required, we may share your data with authorities like HM Revenue & Customs or other regulatory bodies for reporting or legal purposes.

Europe & International Transfers

We emphasize that, as our operations are UK-based, we do not transfer your data outside the UK, thus aligning with local data protection laws.

1.Limited Scope: As our operations are solely within the United Kingdom, we do not transfer your personal data outside the UK. This means all data processing and storage occur within the country.

2.Commitment to Local Processing: Our commitment to keeping data within the UK aligns with our dedication to adhering to local data protection laws and regulations, ensuring a high level of data security and compliance.

Data Security Commitment

Our focus on data security includes preventive measures and limited access, ensuring your data's safety and integrity.

1.Preventive Measures: We have implemented appropriate security measures to prevent your data from being accidentally lost, used, accessed, altered, or disclosed without authorization.

2.Limited Access: Access to your personal data is restricted to employees, agents, contractors, and other third parties who have a business need to know. They will only

process your personal data on our instructions and are subject to a duty of confidentiality.

3.Breach Procedures: We have procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach in accordance with legal requirements.

Retention Policies

We detail our data retention policies, highlighting the duration and criteria for data storage, a crucial part of our policy.

1.Retention Duration: We retain your personal data only for as long as necessary to fulfill the purposes we collected it for, including meeting any legal, regulatory, tax, accounting, or reporting requirements.

2.Determining Retention Periods: We consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure, the purposes for which we process your data, and whether we can achieve those purposes through other means.

Your Data Rights

This section informs you of your rights under data protection law, including access, corrections, erasure, and more, upholding our commitment to your data rights.

1.Access: You have the right to request access to your personal data.

2.Corrections: You can ask for corrections to any inaccurate or incomplete data.

3.Erasure: Known as 'the right to be forgotten,' this allows you to request the deletion of your data where it is no longer necessary for us to keep it.

4.Restrict Processing: You have the right to request that we suspend the processing of your personal data.

5.Data Portability: Where applicable, you can request the transfer of your personal data to another party.

6.Objections: You have the right to object to the processing of your personal data in certain circumstances.

Policy Updates & Obligations

Stay informed about our privacy policy updates and remember your responsibility to inform us of any changes in your personal data.

1. Policy Updates: We will update this privacy notice as necessary to reflect changes in our data handling practices or legal obligations. The current version is dated 01 December 2023, and any historical versions can be obtained upon request.

2. Your Responsibility to Stay Updated: It's important that you keep us informed of any changes in your personal data. Accurate and current data allows us to effectively uphold our commitment to protecting your privacy.

Contact & Complaints

For any queries or to exercise your rights, contact us. If unsatisfied, you may escalate complaints to the ICO.

1. Contacting Us: For any queries or to exercise your data protection rights, you can contact us using the details provided in this policy. We are committed to addressing your concerns promptly and effectively.

2. Escalation to Regulatory Authorities: If you are not satisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Contact details for the ICO are available for your convenience.