

TTHC Privacy Policy

Introduction

At TTHCurzon Relocation Ltd ("we," "our," or "us"), we are committed to protecting your privacy and ensuring the security of your personal data. This Privacy Policy outlines how we collect, use, store, and protect your personal data when you visit our website or use our services, in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable laws.

1. Who We Are

TTHCurzon Relocation Ltd is a Corporate Employee Relocation Company headquartered at 1 at Green Park, Exeter Park Road, Bournemouth BH2 5BD. For the purposes of data protection laws, we are the data controller of your personal data. If you have any questions about this policy or how we handle your data, you can contact our Data Protection Officer (DPO) at:

- Email: info@tthcurzonrelo.com
- Address: 1 at Green Park, Exeter Park Road, Bournemouth BH2 5BD

2. What Personal Data We Collect

We collect and process various types of personal data depending on how you interact with us. This may include:

- **Identity Data:** Name, title, date of birth, gender.
- **Contact Data:** Address, email address, telephone numbers.
- **Financial Data:** Bank account details, payment card information.
- **Transaction Data:** Details about payments to and from you, and other details of products and services you have purchased from us.
- **Technical Data:** IP address, browser type and version, time zone settings, operating system, and other technology on devices you use to access our website.
- **Usage Data:** Information about how you use our website, products, and services.
- **Marketing and Communications Data:** Your preferences in receiving marketing from us and your communication preferences.

3. How We Collect Your Data

We collect your data through various methods, including:

- **Direct interactions:** You may provide us with personal data when you fill out forms, create an account, purchase products or services, subscribe to newsletters, or contact us.
- **Automated technologies:** We collect technical data about your equipment and browsing behavior when you interact with our website using cookies and similar tracking technologies.
- **Third-party sources:** We may receive personal data from third parties, such as analytics providers, advertising networks, or payment service providers.

4. How We Use Your Personal Data

We use your personal data for the following purposes:

- **To provide our services:** This includes processing orders, managing payments, delivering products, and providing customer support.

- **To communicate with you:** We may use your contact information to send service-related messages, updates, or respond to inquiries.
- **To improve our website and services:** We use technical and usage data to analyze trends, track user activities, and improve our website and services.
- **For marketing purposes:** With your consent, we may send you promotional materials and newsletters about our products and services. You can opt out of marketing communications at any time.
- **To comply with legal obligations:** We may process your personal data to meet legal and regulatory requirements, such as fraud prevention, tax reporting, and data protection laws.

5. Legal Basis for Processing

We will only process your personal data where we have a lawful basis to do so. The legal bases include:

- **Consent:** Where you have given clear consent for us to process your personal data for a specific purpose.
- **Contractual necessity:** Where processing is necessary for the performance of a contract with you, or to take steps at your request before entering into a contract.
- **Legitimate interests:** Where processing is necessary for our legitimate interests, and these interests are not overridden by your data protection rights.
- **Legal obligation:** Where processing is necessary for compliance with a legal obligation to which we are subject.

6. Sharing Your Personal Data

We may share your personal data with third parties under certain circumstances, including:

- **Service providers:** We may share your data with third-party companies who provide services on our behalf, such as payment processors, IT providers, and marketing services.
- **Legal compliance:** We may disclose your data where required by law, regulation, or court order, or in response to a lawful request from a public authority.

We will ensure that these third parties respect the security of your personal data and comply with applicable data protection laws.

7. International Data Transfers

If we transfer your personal data outside the UK, we will ensure it is protected in accordance with applicable data protection laws. This may involve using specific contracts approved by the UK GDPR or ensuring that the country has adequate data protection laws.

8. How We Protect Your Data

We implement appropriate technical and organizational measures to safeguard your personal data from unauthorized access, use, alteration, or disclosure. These measures include encryption, access controls, and secure storage systems.

9. Data Retention

We will retain your personal data only for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. In general, we will retain personal data for [specified retention period]. After this period, we will securely delete or anonymize your data.

10. Your Data Protection Rights

Under data protection laws, you have the following rights regarding your personal data:

- **Right to access:** You have the right to request copies of your personal data.
- **Right to rectification:** You can request that we correct inaccurate or incomplete data.
- **Right to erasure:** You can request that we delete your personal data in certain circumstances.
- **Right to restrict processing:** You can ask us to restrict the processing of your personal data in specific situations.
- **Right to object:** You can object to the processing of your personal data if we are relying on legitimate interests as the legal basis.
- **Right to data portability:** You can request the transfer of your personal data to another service provider.

To exercise any of these rights, please contact our DPO using the contact details provided above.

11. Cookies and Tracking Technologies

We use cookies and similar tracking technologies to enhance your experience on our website. You can manage your cookie preferences through your browser settings. For more information, please refer to our Cookie Policy.

12. Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. Any changes will be posted on our website, and where appropriate, we will notify you by email.

13. Contact Us

If you have any questions or concerns about this Privacy Policy or how we handle your personal data, please contact our DPO at:

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This Privacy Policy was last updated on 30th September 2024.