

## Privacy Notice

**Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd** ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

**Australian Bodycare U.K. Ltd U.K. Ltd & ken Lamacraft Marketing Ltd's** registered office is at Bodycare House, Sham Farm Business Units, Eridge Green, Tunbridge Wells, Kent, TN3 9JA and we are a company registered in England and Wales under company number, Company Number 02346382 Ken Lamacraft Marketing Ltd 03019774. Our designated Data Protection Officer/Appointed Person for the organisation is Fiona Peerless, and we can be contacted at Bodycare House, Sham Farm Business Units, Eridge Green, Tunbridge Wells, Kent, TN3 9JA.

### Information That We Collect

**Australian Bodycare U.K. Ltd U.K. Ltd & ken Lamacraft Marketing Ltd** processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

#### ***The personal data that we collect from is: -***

- Name
- Date of Birth
- Home Address
- Personal Email
- Business Email
- Business Address
- Home Telephone Number
- Work Telephone Number
- Mobile Telephone Number

#### ***We collect information in the below ways: -***

- *Via our Area Sales Managers*
- *Online forms on [www.australianbodycare.com](http://www.australianbodycare.com) , [www.australianbodycare.co.uk](http://www.australianbodycare.co.uk), [www.klmbeauty.co.uk](http://www.klmbeauty.co.uk), [www.phytomer.co.uk](http://www.phytomer.co.uk) [www.micro-cell.uk.com](http://www.micro-cell.uk.com) , [www.billiondollarbrows-uk.com/pro](http://www.billiondollarbrows-uk.com/pro) and [www.billiondollarbrows-uk.com](http://www.billiondollarbrows-uk.com)*
- *Mailchimp*
- *Employment CV's*
- *Exhibitions*
- *Emails*
- *Enquiries*
- *Orders*

### How We Use Your Personal Data

**Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd** takes your privacy very seriously and will never disclosure, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

- **Processing Orders:** We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address
- **Accounting:** We collect and store your personal data as part of our legal obligation for business accounting and tax purposes
- **Marketing:** We collect and use your personal data to send promotional offers and marketing material

### Your Rights

You have the right to access any personal information that **Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd** processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

### Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. **Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd** uses [a third-party/third-parties] to provide the below services and business functions, however all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

#### **Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd**

*Example: ABC Accounting Ltd*

*We use Menzies Ltd to do our bookkeeping and tax returns and they act in the capacity of a processor on our behalf. The only information we provide them with is your name, address and order details to meet business and legal requirements.*

*For more information about Menzies, please read their Privacy Notice at <https://www.menzies.co.uk/legal/>*

### Safeguarding Measures

#### **Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd**

takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

### Consequences of Not Providing Your Data

You are not obligated to provide your personal information to **Australian Bodycare U.K. Ltd U.K. Ltd & ken Lamacraft Marketing Ltd**, however, as this information is required for [us to provide you with our services/deliver your products/legitimate interests], we will not be able to offer some/all of our products or services without it.

### How Long We Keep Your Data

**Australian Bodycare U.K. Ltd U.K. Ltd & ken Lamacraft Marketing Ltd** only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (*name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

### Promotions & Offers

Occasionally, **Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd** would like to contact you with details of the specify products/offers/services/competitions/newsletter/promotions that we provide. If you consent to us using your contact details for these purposes, you have the right to modify or withdraw your consent at any time by using the opt-out/subscribe options or by contacting **Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd** directly.

If you consent to us contacting you with the above-mentioned marketing and offers, please tick to say how you would like us to contact you: -

Post  Email  Telephone  Text message  Automated call

### Lodging A Complaint

**Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd** only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

#### **Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd**

**Fiona Peerless, Operations Manager**

**Bodycare House, Sham Farm Business Units, Eridge Green, Tunbridge Wells, Kent TN3 9JA**

**Tel: 01892 750850 email: [info@australianbodycare.co.uk](mailto:info@australianbodycare.co.uk)**

**Consent**

Gaining consent for using personal data

**Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd** take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Policy. If you consent to us collecting and processing your personal data, please sign below: -

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I confirm that I have been provided with a copy of **Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd** Privacy Policy & Terms & Conditions prior to giving consent

Gaining consent for using personal data online

**Australian Bodycare U.K. Ltd U.K. Ltd & Ken Lamacraft Marketing Ltd** take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Policy. If you consent to us collecting and processing your personal data, please complete tick below: -

I \_\_\_\_\_ consent to you processing my personal data as detailed in your Privacy Notice:

**NOTE:** All consents must be retained as evidence of the consent.