



Gruff Limited
Ground Floor
Unit D, Emperor House
Dragonfly Place
London
SE4 2FL
www.grufflimited.com

Privacy Notice for Visitors to our Website

This Privacy Notice explains how Gruff Limited (“we”, “us” or “our”) processes (collects, uses, analyses, stores, changes, accesses, transfers and/or deletes) Personal Data as defined under the General Data Protection Regulation (GDPR).

We are committed to processing personal data responsibly, proportionately, securely and fairly.

Application

This Privacy Notice applies to all data processed about people who visit our website.

Data Controller

The Data Controller is Gruff Limited, Unit D Emperor House, Dragonfly Place, London SE4 2FL and can be contacted at mail@grufflimited.com.

Cookies, Personal Data and Reason for Processing

Cookies are small text files that are placed on your computer or mobile device when you browse websites. Our website uses cookies, as almost all websites do, to help provide visitors to our site with the best experience we can.

Our cookies help us:

- Make our website work as you'd expect
- Improve the speed of the site
- Improve the security of the site

We do not use cookies to:

- Collect any personally identifiable information (without your express permission)
- Collect any sensitive information (without your express permission)
- Pass data to advertising networks
- Pass personally identifiable data to third parties

Legal Basis Purpose for Processing

Our legal basis for processing data captured through our website via the use of cookies or online forms is for the legitimate interest of making our website work as you'd expect and to improve the speed and security of the site. If you wish, you can usually adjust your browser settings to stop it from accepting cookies when you visit our website although this may mean it does not behave as you would expect.

Transfer to Third Parties

We do not pass on your details to third parties.

Retention

The data collected by cookies is stored on your device and only used by our website when you visit. You can remove them by editing your browser history and cache.

Rights

We respect all rights afforded to you as a Data Subject under the GDPR legislation.

At any time, you can ask us to:

- correct any information we record about you which you believe to be incorrect
- provide you with a copy of some or all of the information we record about you
- ask that we do not provide data to third parties
- delete all or some of the data we record

We may limit your access if it would disclose personal information about another person, or where it would disclose commercially sensitive information.

To obtain access, correct your information, request a deletion or make a complaint, please contact us in writing using the contact details above. We will acknowledge any correspondence received in writing within 30 days. If you are also dissatisfied with our response you can contact the Information Commissioner's Office.

If we do not believe it to be reasonable to act on any request, we will advise you in writing.

Supervisory Authority

If you are a resident of the European Economic Area (EEA) and believe we maintain your Personal Data subject to the General Data Protection Regulation (GDPR), you may direct questions or complaints to our lead supervisory authority which is The Information Commissioner's Office, <http://ico.org.uk>