

## PRIVACY & COOKIES

Stargrove Trading Limited t/a Doxbond (Cambridge) is based at 4 Hollands Road, Haverhill, Suffolk CB9 8PP. We may process “personal data” and/or “special category data” (as defined in UK data protection legislation) as part of our contracted services and/or in our administrative procedures. We also process personal data on behalf of our clients under their instruction. Respect for privacy is very important to us – all feasible security measures are in place. Data are held as long as may be required for the purposes they were collected. All destruction of data is by secure means.

Data may be shared with third parties as part of our contracted services and/or if we are required by law to do so. This may include transit to the clients premises of files being stored by us on their behalf. We cannot accept any liability for any processing conducted by a third party outside our remit.

As part of our compliance, we have conducted a cookie audit on our website. Cookies are internet files used by the system to view websites and their content. We utilise analytical cookies to help us monitor and develop our site. None of the cookies we use are intrusive on your system. You are at liberty to turn off cookies through your browser but you should be aware that this may affect your viewing experience.

None of the above affects your rights under the legislation, in particular your right to access the data we hold on you. If you wish to request a copy of your data, please submit it in writing/email to the Company. Please include enough information to enable us to identify you and search for appropriate data.

If you are dissatisfied with this policy, have queries about our data protection procedures or wish to lodge a complaint, please contact the company in the first instance. Thereafter you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner's Office (ICO):

The Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF