## **Habitus Living Ltd GDPR privacy policy**

Habitus Living is committed to protecting your privacy and this policy document sets out how we handle information about you.

## Use of personal data

The use of any personal data collected, is governed by data protection law.

We will only use your personal data to provide you with information you have requested, about our services.

We may also use your personal data for other purposes provided you have given your consent. For instance, if you have authorized us to do so we may send you information about Habitus Living and our services, in addition to the specific service you originally enquired about.

## **Sharing of personal data**

We take your privacy seriously and we take all necessary steps to keep your personal data secure.

We will not share your personal data with anyone else unless:

- a) We need to engage another company to assist with providing the service you have requested. Any such company is bound by strict privacy policies and is prohibited from using your information for any other purpose.
- b) We are required to do so by law.

## Your rights

You have right of access to the personal data that we hold about you.

We will use our best endeavours to update personal data as necessary and make sure it is correct. You should let us know if your personal data requires updating.

If you no longer want us to contact you about our services you can 'opt out' at any stage. If you 'opt out' your personal data will be deleted and we will no longer contact you.

In order to 'opt out' either click the link provided in our electronic mailings or contact us via email or telephone.