1. **Introduction**

The Old Fuel Depot is committed to protecting your privacy. This notice (the “**Notice**”) describes the data processing activities we carry out. Please read this Notice carefully to understand which categories of personal data we process, the purposes for which we process it and your rights with respect to our use of your personal data.

This Notice covers Personal Data we may collect from you. It does not cover Personal Data collected by third parties when using our website and in particular any weblinks (such as Facebook, Linked In etc) For the use of these Personal Data, please refer to the third party’s Data Protection Notice.

Personal data as used in this Notice means any information relating to an identified or identifiable natural person; (“**Personal Data**”).

This Notice may change from time to time (for more information see below Section 10).

1. **Who is responsible for the data processing?**

For the purpose of this Notice, the entity responsible for the processing of your Personal Data is:

Note House Investments Ltd. t/a The Old Fuel Depot Business Centre; Twemlow Lane; Twemlow; Cheshire CW4 8GJ

1. **Personal Data we collect about you and how we collect it**

The provision of Personal Data is necessary for management of the The Old Fuel Depot. The Personal Data processed is limited to the minimum data required to enable us to satisfy the purpose for which it was collected, it may concern an individual directly or indirectly such as a named contact person. Failure to provide the relevant Personal Data may result in the impossibility of fulfilling the necessary purpose.

We collect and process the following Personal Data you provide to us:

* + Contact details you provide (such as first and last name, email address, phone number, mailing address);
	+ Information you include in your original and any follow-up messages;
	+ Other information you decide to provide;
1. **How we use your Personal Data**

We only process your Personal Data for our own specific, legitimate purposes and in order to operate our business. The Old Fuel Depot will not use your Personal Data for any purpose that is incompatible with the original purpose for which it was collected unless you provide prior express consent for such further use.

1. **How we share your Personal Data**

The Old Fuel Depot will not share your Personal Data unless there is a clear contractual or legal reason. Authorisation to access Personal Data will always be linked to the corresponding function.

In addition, we may make your Personal Data available to certain relevant third parties consisting of public authorities (authorities, courts, etc.), where applicable.

1. **Data retention periods**

We will not store your Personal Data longer than required both commercially and statutorily. In the event we no longer require your data for normal business purposes, The Old Fuel Depot will delete your Personal Data.

1. **Your data protection rights**

Under the current GDPR regulations you have the following rights:

* + Right of access the Personal Data we hold about you;
	+ Right to rectification;
	+ Right to erasure;
	+ Right to restriction of processing;
	+ Right to data portability, where the processing of your Personal Data is based on consent, and is carried out by automated means;
	+ Right to withdraw consent where the processing of your Personal Data is based on your consent;
	+ Right to lodge a complaint with a supervisory authority; and
	+ Right to object on grounds relating to your particular situation, at any time, to processing of your Personal Data. We will no longer process your Personal Data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms.
1. **Data security**

We have implemented appropriate technical and organisational measures to ensure a level of security appropriate to the risk presented by processing your Personal Data, in particular, from accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access to your Personal Data.