

## New Cabin Space – Privacy Policy

**New Cabin Space Limited** understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits this website, [www.newcabinspace.co.uk](http://www.newcabinspace.co.uk) (“Our Site”) and will only collect and use personal data in ways that are described here, and in a manner that is consistent with Our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon your first use of Our Site. If you do not accept and agree to this Privacy Policy, you must stop using Our Site immediately.

### Definitions and Interpretation

In this Policy, the following terms shall have the following meanings:

|                        |   |
|------------------------|---|
| <b>“Cookie”</b>        | means a small text file placed on your computer or device by Our Site when you visit certain parts of Our Site and/or when you use certain features of Our Site. Details of the Cookies used by Our Site are set out in section 12, below;  |
| <b>“Cookie Law”</b>    | means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003;  |
| <b>“personal data”</b> | means any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to Us via Our Site. This definition shall, where applicable, incorporate the definitions provided in the EU Regulation 2016/679 – the General Data Protection Regulation (“GDPR”)                     |
| <b>“We/Us/Our”</b>     | means <b>New Cabin Space</b> , a limited company registered in England under company number 15880167, whose registered address is Unit GO6A, Melton Court, Gibson Lane, Melton Industrial Estate, North Ferriby, East Yorkshire, HU14 3HH and main trading address is also Unit GO6A, Melton Court, Gibson Lane, Melton Industrial Estate, North Ferriby, East Yorkshire, HU14 3HH. |

### Information About Us

2.1 Our Site is owned and operated by **New Cabin Space**, a limited company registered in England under company number 15880167, whose registered address is Unit GO6A, Melton Court, Gibson Lane, Melton Industrial Estate, North Ferriby, East Yorkshire, HU14 3HH.

2.2 Our VAT number is 473 2936 70.

### What Does This Policy Cover?

3.1 This Privacy Policy applies only to your use of Our Site. Our Site may contain links to other websites. Please note that We have no control over how your data is collected, stored, or used

by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

### **What Data Do We Collect?**

Depending on your use of Our Site, we may collect some or all of the following personal and non-personal data (please also see section 12 on Our use of Cookies and similar technologies):

- 4.1** name;
- 4.2** contact information such as email addresses and telephone numbers;
- 4.3** web browser type and version;
- 4.4** operating system;
- 4.5** a list of URLs starting with a referring site, your activity on Our Site, and the site you exit;
- 4.6** IP address;
- 4.7** any information entered submitted via the enquiry form.

### **How Do We Use Your Data?**

**5.1** All personal data is processed and stored securely, for no longer than is necessary for the light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under the GDPR at all times. For more details on security see section 6, below.

**5.2** Our use of your personal data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data (e.g. by subscribing to emails), or because it is in our legitimate interests. Specifically, we may use your data for the following purposes:

**5.2.1** Supplying our services to you (please note that we require your personal data in order to enter into a contract with you);

**5.2.2** Personalising and tailoring our services for you;

**5.2.3** Replying to emails from you;

**5.2.4** Supplying you with emails that you have opted into (you may unsubscribe or opt-out at any time by clicking the 'Unsubscribe' button at the bottom of any marketing email);

**5.2.5** Market research;

**5.2.6** Analysing your use of our Site to enable us to continually improve our Site and your user experience;

**5.3** With your permission and/or where permitted by law, we may also use your data for marketing purposes which may include contacting you by email with information, news and offers on our services. We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that we fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.

**5.4** Third parties whose content appears on our Site may use third-party Cookies, as detailed below in section 12. Please refer to section 12 for more information on controlling Cookies. Please note that we do not control the activities of such third parties, nor the data they collect and use and advise you to check the privacy policies of any such third parties.

**5.5** You have the right to withdraw your consent to us using your personal data at any time and to request that we delete it.

**5.6** We do not keep your personal data for any longer than is necessary for the light of the reason(s) for which it was first collected. Data will, therefore, be retained for the following periods (or its retention will be determined on the following bases):

**5.6.1** name – if you are subscribed to our mailing list, this will be kept until you choose to unsubscribe, otherwise, your name will be removed once your enquiry is resolved;

**5.6.2** email address – if you are subscribed to our mailing list, this will be kept until you choose to unsubscribe, otherwise, your email address will be removed once your enquiry is resolved;

**5.6.3** telephone number – this is stored in enquiries only and will be removed upon that enquiries completion;

**5.6.4** web browser type and version – this is automatically removed after 50 months;

**5.6.5** operating system – this is automatically removed after 50 months;

**5.6.6** a list of URLs starting with a referring site, your activity on our Site, and the site you exit – automatically removed after 50 months;

**5.6.7** IP address – this is only stored for as long as you are on the site, then automatically removed upon your leaving;

**5.6.8** any information entered submitted via the enquiry form – this will be stored until the enquiry is resolved.

### **How and Where Do We Store Your Data?**

**6.1** We only keep your personal data for as long as we need to in order to use it as described above in section 5, and/or for as long as we have your permission to keep it.

**6.2** Some or all of your data may be stored outside of the European Economic Area (“the EEA”) (The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein). You are deemed to accept and agree to this by using our Site and submitting information to us. If we do store data outside the EEA, we will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the UK and under the GDPR.

**6.3** Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure data collected through our Site.

**6.4** Steps we take to secure and protect your data include:

**6.4.1** Data is stored encrypted and offsite on secure servers.

## **Do We Share Your Data?**

**7.1** We may sometimes contract with third parties to supply services to you on our behalf. These may include payment processing, delivery of goods, search engine facilities, advertising, and marketing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, we will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, our obligations, and the obligations of the third party under the law.

**7.2** We may compile statistics about the use of our Site including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We may from time to time share such data with third parties such as prospective investors, affiliates, partners, and advertisers. Data will only be shared and used within the bounds of the law.

**7.3** In certain circumstances, We may be legally required to share certain data held by us, which may include your personal data, for example, where we are involved in legal proceedings, where we are complying with legal requirements, a court order, or a governmental authority.

## **What Happens If Our Business Changes Hands?**

**8.1** We may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of our business. Any personal data that you have provided will, where it is relevant to any part of our business that is being transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use that data only for the same purposes for which it was originally collected by us.

**8.2** In the event that any of your data is to be transferred in such a manner, you will be contacted in advance and informed of the changes. When contacted you will be given the choice to have your data deleted or withheld from the new owner or controller.

## **How Can You Control Your Data?**

**9.1** When you submit personal data via our Site, you may be given options to restrict our use of your data. In particular, we aim to give you strong controls on our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from us which you may do by unsubscribing using the links provided in our emails and at the point of providing your details.

**9.2** You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service (“the TPS”), the Corporate Telephone Preference Service (“the CTPS”), and the Mailing Preference Service (“the MPS”). These may help to prevent you from receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receive.

## Your Right to Withhold Information

**10.1** You may access our Site without providing any data at all. However, to use all features and functions available on our Site you may be required to submit or allow for the collection of certain data.

**10.2** You may restrict our use of Cookies. For more information, see section 12.

## How Can You Access Your Data?

**11.1** You have the right to ask for a copy of any of your personal data held by us (where such data is held). Under the GDPR, no fee is payable and we will provide any and all information in response to your request free of charge. Please contact us for more details at [contact@newcabinspace.co.uk](mailto:contact@newcabinspace.co.uk) or using the contact details below in section 13.

## Our Use of Cookies

**12.1** Our Site may place and access certain first-party Cookies on your computer or device. First party Cookies are those placed directly by us and are used only by us. We use Cookies to facilitate and improve your experience of our Site and to provide and improve our services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

**12.2** By using our Site you may also receive certain third party Cookies on your computer or device. Third-party Cookies are those placed by websites, services, and/or parties other than us. Third-party Cookies are used on our Site for performance monitoring purposes. For more details, please refer to section 5, above, and to section 12.6 below. These Cookies are not integral to the functioning of our Site and your use and experience of our Site will not be impaired by refusing consent to them.

**12.3** All Cookies used by and on our Site are used in accordance with current Cookie Law.

**12.4** Before Cookies are placed on your computer or device, you will be shown a cookie bar pop-up requesting your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of our Site may not function fully or as intended. Cookies will be used for the personalisation of ads and personalised and non-personalised advertising.

**12.5** The following first-party Cookies may be placed on your computer or device:

| Name of Cookie    | Purpose                                    | Strictly Necessary |
|-------------------|--|--------------------|
| Cookie Acceptance | Stores if cookies have been allowed or not | yes                |

and the following third-party Cookies may be placed on your computer or device:

| Name of Cookie | Provider | Purpose |
|----------------|----------|---------|
|----------------|----------|---------|

|                  |        |  |
|------------------|--------|--|
| Google Analytics | Google | Website analytics and performance monitoring |
| Hotjar           | Hotjar | Website analytics and performance monitoring |

[Google Analytics Privacy Policy](#)

[Hotjar Privacy Policy](#)

**12.6** Our Site uses analytics services provided by Google and Hotjar. Website analytics refers to a set of tools used to collect and analyse anonymous usage information, enabling us to better understand how our Site is used. This, in turn, enables us to improve our Site and the services offered through it. You do not have to allow us to use these Cookies, however, whilst our use of them does not pose any risk to your privacy or your safe use of our Site, it does enable us to continually improve our Site, making it a better and more useful experience for you.

**12.7** The analytics service(s) used by our Site use(s) Cookies to gather the required information.

**12.8** The analytics service(s) used by our Site use(s) the following Cookies:

| Name of Cookie   | First / Third Party | Provider | Purpose                                      |
|------------------|---------------------|----------|--|
| Google Analytics | Third               | Google   | Website analytics and performance monitoring |
| Hotjar           | Third               | Hotjar   | Website analytics and performance monitoring |

**12.9** In addition to the controls that we provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all cookies or only third-party Cookies. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

**12.10** You can choose to delete Cookies on your computer or device at any time, however, you may lose any information that enables you to access our Site more quickly and efficiently including, but not limited to, login and personalisation settings.

**12.11** It is recommended that you keep your internet browser and operating system up-to-date and that you consult the help and guidance provided by the developer of your internet browser and manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

## Contacting Us

13.1 If you have any questions about our Site or this Privacy Policy, please contact us by email at [contact@newcabinspace.co.uk](mailto:contact@newcabinspace.co.uk) by telephone on 01482 481802, or by post at Unit GO6A, Melton Court, Gibson Lane, Melton Industrial Estate, North Ferriby, East Yorkshire, HU14 3HH.

Please ensure that your query is clear, particularly if it is a request for information about the data we hold about you.

### **Changes to Our Privacy Policy**

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.