



INTRODUCTION

This privacy policy (the “**Policy**”) explains how The One-Shot Corporation Limited and its affiliates (together “**One-Shot**”) use the information provided when you use this site.

One Shot’s registered office is at Seven Stars House, Wheler Road, Coventry, West Midlands, CV3 4LB and we are a company registered in England and Wales under company 2425145. We are registered on the Information Commissioner’s Office Register; registration ZA463382, and act as the data controller when processing your data. Our designated Appointed Person is Gary McGill, who can be contacted at address:

The One-Shot Corporation Limited
70 Churchill Square Business Centre
Kings Hill
West Malling
Kent
ME19 4YU
England
Tel: + 44 7889 730688
gary.mcgill@one-shot.com

THIS POLICY:

- forms part of One Shot’s [Data Protection Policy](#);
- applies to all users of this site; and
- may be amended by One Shot at any time, consistent with the requirements of applicable laws and regulations. Any revisions will take effect from the date on which the amended Policy is published, as indicated in the version number set out herein.

DEFINITIONS

- “Personal Data” is as defined in the Data Protection Policy; and
- “Sensitive Personal Data” is as defined in the Data Protection Policy.
- Words denoting the singular shall include the plural and vice versa.
- Unless otherwise stated, all defined terms have the same meaning as defined in the [Data Protection Policy](#).

INFORMATION COLLECTED

- When using this site, we may ask you for Personal Data, for example, your name, address or telephone number, email address to provide you with the services you wish to make use of. We also collect Personal Data when you voluntarily complete customer surveys, provide feedback and participate in competitions. Unless otherwise agreed with you, we will not collect any Sensitive Personal Data.
- Where Personal Data is not obtained directly from you but from a third party, the categories of such Personal Data may include individuals’ contact details, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital

status, nationality, job title and CV. Sources for such Personal Data may include the third party's databases and public sources.

- Cookies (see below) may also collect information about your use of this site or other sites accessible from our website.

BASIS FOR PROCESSING

The full basis of our processing of Personal Data is set out in the [Data Protection Policy](#).

One Shot takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. The purposes and reasons for processing your personal data are detailed below: -

- We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address
- We collect and store your personal data as part of our legal obligation for business accounting and tax purposes
- We will occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interest.

USE OF YOUR PERSONAL DATA

We use your Personal Data for purposes, including without limitation, the following:

- to facilitate your use of the site and our services, e.g. personalising repeat visits;
- to help us analyse people's use of our site to improve the user experience;
- if you agree, to email you about other products and services we think may be of interest to you;
- in providing our services, we may send your details to, and also use information from, credit reference agencies and fraud prevention agencies.

We will only collect and use Personal Data in accordance with applicable data protection laws.

DATA RETENTION

We have in place the [Data Retention & Destruction Policy](#) to be followed in respect of the data retention.

YOUR RIGHTS

For full information on your rights, please see the [Data Protection Policy](#).

You have the right to access any personal information that One-Shot processes about you and to request information about: –

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source.

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

DATA TRANSFERS

We may transfer data outside of the EEA. For further information on the adequate safeguards adopted by us for the international transfer of Personal Data, please see the [Data Transfers Policy](#).

COOKIES

- Cookies are small text files placed on your computer by websites you visit to help personalise the site for your use and to improve site functionality. Most browsers allow you to turn off cookies. Switching off cookies may restrict your use of a website. By using our website, you agree that we can place the types of cookies referred to above on your device.
- We use the following cookies on our website:
 - 'Session cookies'
 - Created only for the time of your visit and are deleted when you leave the website.
 - 'Persistent cookies' Remain on your device for a period of time specified in the cookie and are activated each time you visit the website so it remembers who you are when you return.
 - 'Strictly necessary cookies'
 - Essential to enable you to navigate the website and use its features.
 - 'Performance cookies'
 - Used to collect information about how visitors use our website to help us improve it. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. This information cannot be used to identify who you are.

OTHER WEBSITES

Our website may contain links to other websites which are outside our control and are not covered by this Policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy,



which may differ from ours. We do not accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk.

SOCIAL MEDIA POLICY

We adopt a Social Media Policy to ensure our business and our staff conduct themselves accordingly online. Users are advised to verify the authenticity of our social media profiles before engaging with, or sharing information on these platforms. (Facebook, Flickr, Google+, Instagram, LinkedIn, Pinterest, Twitter, YouTube, Vimeo). We will never ask for user passwords or personal details on social media platforms and do not operate any Single Sign ons using your own social media usernames and passwords. Users are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page.

CONTACT

If you have any comments or queries regarding this site, please contact Gary McGill. If you are not satisfied with our response or believe we are processing your Personal Data not in accordance with the law you can complain to the relevant supervisory authority.