

## **Business Privacy Notice**

Blueline (Company Registration C30977 with registered office at Hal Mann Showroom, Naxxar Road, Lija, Malta) acknowledge the importance of privacy to You and are fully committed to respecting your privacy as well as protecting your personal data.

Access to personal data is limited to authorised personnel within Blueline Ltd, who are in turn required to maintain data confidentiality.

The purpose of this Privacy Notice is to clearly describe how We, on receipt of your enquiry, process your information for product realisation (delivery of requested products and related services) in a safe manner. All information received is utilised for the sole purposes outlined in this notice.

Blueline Ltd operates from its Hal Mann Showroom, Naxxar Road, Lija and supplies ***bathrooms, bathroom furniture and accessories, wall and floor coverings, raised floorings, heating accessories and engineering services.***

Our Privacy Policy governs the use and storage of your data. Please read our [Privacy Policy](#) to find out how we protect and process your personal information.

## **Collection of Personal Data**

Blueline Ltd is a Controller of your personal data. We may collect, store, share and process the following types of personal data from you:

- Basic personal details such as name, surname, contact number and email address (at enquiry stage)
- Basic personal details such as your name, surname, address (Invoice and Delivery address), e-mail address, telephone number, mobile number, ID Card Number and Signature (at order stage)
- IP addresses when visiting our webpage without disabling Cookies including related location data;

We may not be able to execute a contract we have entered with You if requested information (personal data) specified above is not provided. The service may be terminated as it would constitute a legal and/or contractual breach with our Principals.

## **Use of Personal Data**

We collect and use personal data given to Us by You to:

- prepare quotations for Your enquiries
- provide You with any product information that You may request
- deliver the products at the address stipulated by You
- maintain an effective communication channel from enquiry to post-delivery activities such as invoicing, customer feedback and claims;
- protect our legitimate business interests and legal rights, including but not limited to, use in connection with legal claims, compliance, regulatory and investigative purposes (including disclosure of such information in connection with legal process or litigation).

## **Sharing of Data**

Your personal data is processed in our central database (Access Dimensions) by our employees at our offices in Lija. Internally, we may share your information (e.g. amongst employees or with Director) to facilitate the service provision.

Due to the nature of our work, we are obliged to share your personal data with:

- Banks
- Accountants and Auditors
- IT Support Companies
- Software Programme Contractor

Hosting and storage of your data takes place in secure databases supported by professional software companies, all of whom have been bound by a Data Processing Agreement.

We may require disclosing your personal information with regulatory bodies in Malta or overseas, Police and other organisations to undertake credit or fraud searches without requiring notice or consent and use your information for crime and fraud prevention to enforce our compliance with any regulatory requirements.

## **Retention of Personal Data**

Under Maltese law, we are required to keep your documents according to the Data Retention Policy specified in our [Privacy Policy](#). After this period, your personal data will be irreversibly destroyed.

To determine the appropriate retention period, we consider the amount, nature and sensitivity of the personal data, the purposes for which we process it and whether we can achieve those purposes through other means.

Where You are a customer, we will keep your information for the length of any contractual relationship You have with us and after that for a period of 10 years due to fiscal laws that impinge on Blueline Ltd. In cases of legal issues, these are retained until the relevant court case is resolved.

Where You are a prospective customer and You have communicated with us before, we will only retain your data in line with our Data Retention Policy or until You unsubscribe from our communications.

## **Storage of Personal Data**

Appropriate measures are taken by Us to ensure that all personal data is securely kept internally. Access to personal data is also limited to authorised personnel within Blueline Ltd, who are all bound by a signed confidentiality agreement.

## Your Rights

We aim to ensure that personal data held about You, is accurate and up to date. In this respect You also have the right to:

- Request access to your personal data;
- Request that We correct any mistakes in information held about You by Us;
- Request that We delete personal data held about You by Us.

If You want to exercise any of these rights You can contact Us on [ray.vella@blueline.com.mt](mailto:ray.vella@blueline.com.mt).

Requests have to be done in writing and proof of your identity will be required for any amendments and/or deletions of Personal Data.

In the event that You wish to complain about how we have handled your personal data, please contact the Data Protection Officer at [ray.vella@blueline.com.mt](mailto:ray.vella@blueline.com.mt) or in writing at Hal Mann Showroom, Naxxar Road, Lija, IKL 9020. Our Data Protection Officer will then look into your complaint and work with You to resolve the matter.

It is important that You include your name, email address and purpose of your request when contacting us. Please note, however, that certain Personal Information and Sensitive Personal Information may be exempt from such access, correction and erasure requests pursuant to applicable data protection laws or other laws and regulations.

If You still feel that your personal data has not been handled appropriately according to the law, You can contact the Information and Data Protection Commission located in Sliema and file a complaint with them.

## Contact

Any queries about this Privacy Notice or about information which We hold about You are to be sent to: [ray.vella@blueline.com.mt](mailto:ray.vella@blueline.com.mt)

## Changes to our Privacy Notice

Blueline Ltd reserves the right to amend this Privacy Notice. Any changes made to our Privacy Notice will be posted on web page.