

PRIVACY NOTICE

SOOKO LTD T/A PRINT MY PART

1. Introduction

- 1.1 Sooko Ltd, Print My Part and www.printmypart.co.uk are the trading names and websites we use.
- 1.2 We provide products and services relating to the design, manufacture and 3D printing of 3D items, for use by both business and individuals.
- 1.3 This Privacy Notice is designed to give you clear information about what Personal Data we collect and how we use it. This Privacy Notice applies to the use of Personal Data processed by us and covers the steps we take when you contact us using the Site.

2. Definitions

To help make this Privacy Notice a little easier to read, we have defined certain words and phrases. Those definitions are as follows:

- 2.1 GDPR the General Data Protection Regulation EU 2016/679.
- 2.2 Personal Data the data/information we hold about any data subject – as defined further by GDPR and which may include Special Categories of Personal Data, as defined by GDPR.
- 2.3 Privacy Notice the provisions contained in this document.
- 2.4 Site www.printmypart.co.uk

3. Who we are

- 3.1 Sooko Ltd, company number 09730011 and whose registered office is at Unit 19B, eSpace North, 181 Wisbech Road, Ely, CB6 1RA. We are registered with the Information Commissioner's Office under registration number ZA357967.
- 3.2 We are the Data Controller for Personal Data which we use to provide the services which we describe on the Site and for marketing purposes.
- 3.3 We can be contacted at info@printmypart.co.uk

4. How do we collect and use Personal Data and what types of Personal Data do we collect?

- 4.1 When you visit the Site, we store Personal Data about your visit using cookies. Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the Site and to compile statistical reports on Site activity.
- 4.2 For further information about cookies visit:
www.aboutcookies.org
and/or
www.allaboutcookies.org
- 4.3 Through the use of cookies, we collect certain Personal Data, including: IP address, identification number, online identifier, browser information, location data and other similar identifying information required for your devices to communicate with sites and applications on the internet.
- 4.4 You can set your browser not to accept cookies and the above sites tell you how to remove cookies from your browser. However, in a few cases some of our Site features may not function as a result.
- 4.5 In addition to the uses mentioned above, we also use your data to help us fulfil your orders, provide advice and assistance and to contact you with newsletters, mail outs and other information which we feel may be useful to you from time to time.

5. Completing one of our forms

- 5.1 If you complete an online form via one of our Site pages or any other form, you will be asked to submit information about you and the Products and Services you wish to upload or receive. We process this data in order to confirm that we can provide our Services.
- 5.2 The Personal Data we hold for you will be held for no longer than we need it. If we cannot help you, then we will remove most of your Personal Data as soon as we are able but, in any event, within three months of our advising you that we cannot help. If we can help, then we will retain your Personal Data, as long as we need it to provide our Services, which will usually be as long as there is a Service to be completed. We will remove most of your Personal Data from our database within three months of the date when the Product or Service has been delivered. The Personal Data we retain will be retained to allow us to provide the services defined in clause 4.5 above.

6. Sharing Personal Data

- 6.1 The Personal Data you submit to us may be passed to the third party service providers we use to assist us to provide the Service.

- 6.2 We may transfer your Personal Data to data processors within and outside the European Economic Area. If we do so, we will apply appropriate measures and controls to protect your Personal Data in accordance with applicable data protection laws, regulations and regulatory guidance. In all instances, we will take into account the nature of the Personal Data we are transferring, and the level of protection provided by those processors.

7. Rights that you have

- 7.1 As your Personal Data is held by us you have rights under GDPR that we will always respect. Your rights are:
- 7.1.1 The right to request a copy of the Personal Data which we hold about you without charge;
 - 7.1.2 The right to request that we correct any incorrect or out of date Personal Data we hold;
 - 7.1.3 The right to ask us to erase Personal Data when it is no longer necessary for us to keep it;
 - 7.1.4 The right to withdraw any consent you have given to the processing of your data, at any time;
 - 7.1.5 The right to request that we provide you with details of the Personal Data we hold about you;
 - 7.1.6 The right to send your Personal Data directly to another data controller, so that they can perform a contract with you;
 - 7.1.7 The right, if you think the Personal Data we hold is wrong, to stop us processing that Personal Data until the issue is resolved;
 - 7.1.8 The right to object to the processing of Personal Data, including for marketing purposes; and
 - 7.1.9 The right to lodge a complaint with the Information Commissioner's Office (the ICO).

8. New Purpose

If we wish to use your Personal Data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining what we are proposing. We will tell you what we propose and point out new uses or conditions that we wish to apply. We will not process any Personal Data without your consent.

9. Other Sites

The Site may contain links to other Sites. This Privacy Notice only applies to our services so, when you link to other sites, you should read and understand their Privacy Notice.

10. Contacting us and updating your Personal Data

- 10.1 If you wish to update, correct or change your Personal Data, how we use it or to make a complaint, you can do so by emailing us in the first instance at info@printmypart.co.uk.
- 10.2 If you make a complaint about how we use your Personal Data and we don't resolve it to your satisfaction, you can contact the Information Commissioner's Office via their site (www.ico.org.uk).
- 10.3 We will occasionally update this Privacy Notice. We encourage you to review this Privacy Notice from time to time, so that you can see any changes and remind yourself as to how we use your Personal Data.

This Privacy Notice was last updated January 2020.