

## **Privacy Policy**

We are the Data Controller for the data you provide to us. We are committed to ensuring your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

### **What we do with the information we gather:**

We will use the contact information provided by you to contact you in order to discuss the potential for us to do business with each other. This information will not be provided to any other party without your express approval. Your contact information will only be used and retained for as long as we are in discussion regarding your immediate requirements. Thereafter, your data will be deleted unless you give us express consent to contact you at a later stage.

### **Security:**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Your information may be passed to countries outside the European Economic Area ("EEA"). By way of example, this may happen if any of our servers are from time to time located in a country outside the EEA, or one of the providers is located in a country outside the EEA. These countries may not have similar data protection laws to the EEA. If we transfer your information outside the EEA in this way, we will take steps to ensure that your personal data continues to be protected.

### **Links to other websites:**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information:**

We have a Data Protection regime in place to oversee the effective and secure processing of your data. You can request copies of the data we hold and have it corrected, sent to a third party or deleted (subject to our need to hold data for legal reasons). If you wish to complain about how we have handled your data, you can contact us and we will investigate the matter. If you are not satisfied with our response or believe we are processing your data incorrectly you can complain to the Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Tel: 0303 123 1113