



## A-TEC International Privacy Policy

This Privacy Notice explains the types of personal data we may collect about you when you interact with us.

A-TEC International Ltd may change this policy from time to time. This policy is effective from 3<sup>rd</sup> May 2018.

### When we collect your data?

- When you make an enquiry either online, via email, by phone or fax.
- When you place an order with us either online, via email, by phone or fax.
- When you create an account with us.
- When you engage with us on social media.

### What Information do we collect?

- Name and job title.
- Email address, telephone number.
- Billing and/or delivery address.
- Details of orders and enquiries.
- information about your computer and about your visits to our website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation);



## What we do with the information we gather

- Process any enquiries and/or orders placed.
- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails or brochures in the post about products, industry news or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.
- We keep your details for a reasonable period afterwards to fulfil any refunds, exchanges or guarantees and any further orders.

## How we protect your personal data

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information.

## Who we share your personal data with

Your name, address and telephone number will be passed to third parties to supply or deliver the product or service you have ordered. We provide only the information needed to perform their specific services.



## What are your rights for personal data

You have the right to request:

- Access to the personal data we hold about you.
- The correction of your personal data when incorrect, out of date or incomplete.
- That we stop using your personal data for direct marketing (either through specific channels or all channels).
- That we stop any consent-based processing of your personal data after you withdraw that consent.

You have the right to request a copy of any information about you that A-TEC International Ltd holds at any time and to have the information corrected if it is inaccurate. To ask for your information please contact J Drake, A-TEC International Ltd, The Crown, High Street, Seal, Kent, TN15 0AJ. Email: [sales@a-tecuk.com](mailto:sales@a-tecuk.com).

You have the right to stop the use of your personal data or direct marketing activity through all channels, or selected channels. We must always comply with your request.

## Any questions?

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact us by email at [sales@a-tecuk.com](mailto:sales@a-tecuk.com) or write to us at A-TEC International Ltd, The Crown, 16 High Street, Seal, Kent. TN15 0AJ.

This notice was updated on the 3<sup>rd</sup> May 2018