

# **Privacy Policy**

This privacy policy explains how AMI-CON Supplies Ltd uses and protects any information that you provide when visiting our website and/or communicate electronically with us.

AMI-CON Supplies Ltd is committed to ensuring that your privacy is protected. All information provided and/or gathered will only be used in accordance with this policy.

This policy is effective from the 16<sup>th</sup> May 2018.

#### 1. What we collect

We may collect the following information:

- Company Name
- Contact details including name and address
- Contact information including email address and telephone number
- other information relevant to customer surveys and marketing activities

### 2. Use of your information

We use your information to understand your needs and expectations which helps improve and broaden our services, further reasons listed below:

- Internal record keeping.
- To meet our contractual commitments to you.
- Improve our products and services.
- Promotional emails about new products, special offers or other information which we think you may find interesting using the email address you have consented to receive such information.
- Market research purposes.
- Customer surveys.

## 3. Security

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 we collect online.

#### 4. How we use cookies



AMI-CON's website does not directly use any cookies. It does however use Google Analytics which is a tool used to measure how users interact with the website contents, it saves several cookies for anonymous tracking.

### 5. Links to third party websites

Our website may contain links to other websites of interest. Please note that once you have clicked on a link to leave our website, we do not have any control over third party websites and its contents. We will not take any responsibility for the protection and privacy of any information provided whilst on such websites.

### 6. Controlling and accessing your personal information

You may choose to restrict the collection or use of your personal information, please email us at <a href="info@ami-con.co.uk">info@ami-con.co.uk</a> by placing the word 'unsubscribe' in the subject box.

AMI-CON will keep all personal data private and will not forward your details to any other third party unless consented to do so. We may from time to time send you information on our products or news on industry developments which we think may be beneficial or of interest to you.

You are entitled to request information that we hold about you under the Data Protection Act 1998. If you wish to do so, please write to the following address:

**FAO: Office Manager** 

**AMI-CON Supplies Ltd** 

Unit 1, Swan Business

Sandpit Road

Dartford

Kent

DA1 5ED

If you believe that the information we hold is incorrect or incomplete, please inform us as soon as possible and we will update your records accordingly.

#### 7. Legitimate Interest

If AMI-CON believes that you have shown an interest in its products and/or services by providing your information either on the website, phone or by email, it may be stored and used for marketing and sales purposes. The information will only be used to provide an enhanced service and keep you updated of any new developments and general news. You will still have the right to unsubscribe from such emails.





## 8. Retention of personal information

How long we keep your personal information will vary and will depend on the purpose and use of information collected. There are legal requirements that we keep some types of data for specific periods. Otherwise, we will retain it for no longer than is necessary for the purposes for which the data was collected.

#### 9. Contact us

If you wish to discuss this policy further, please contact us in writing or alternatively call us on 01322 224726.