# **PRIVACY NOTICE**

This Privacy Policy explains how we use any personal information we collect about you when you use our website or services.

Lotinga Industrial Doors collects personal information when you place an order for products or services. We will use this information to provide the services requested, maintain guarantee records and, if you agree, to send marketing information. Lotinga Industrial Doors will not share your information for marketing purposes with companies outside Lotinga Industrial Doors.

## **Using Your Personal Information**

Personal information which you supply to us may be used in a number of ways, for example:

- To make decisions regarding an application for a credit account.
- For audit and debt collection
- For statistical analysis.
- 1) We may share your information with, and obtain information about you from, credit reference agencies or trade references you supply to us.
- 2) We will not disclose any information to any company outside of Lotinga Industrial Doors except if required to do so by law.

### What information do we collect about you?

We collect information about you when you place an order for products or services and when you apply for a credit account.

#### How will we use the information about you?

We collect information about you to process your order, manage your account and, if you agree, to email you about other products and services we think may be of interest to you. Lotinga Industrial Doors will not share your information for marketing purposes with companies outside Lotinga Industrial Doors.

In processing your order, we may send your details to and also use information from credit reference agencies.

#### How will we use the information about you?

We would like to send you information about products and services of ours which may be of interest to you. You may opt out at a later date.

You have a right at any time to stop us from contacting you for marketing purposes.

#### Access to your information and correction.

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email 'admin@lotingadoors.co.uk' or write to us at Jezreels Barn, Rodmersham Court Farm, Church Street, Rodmersham, Sittingbourne, Kent ME9 0QA. We may make a small charge for this service.

#### 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 website and to compile statistical reports on website activity.

For further information visit 'www.aboutcookies.org' or 'allaboutcookiescookies.org'.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

#### **Other Websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

#### **Changes to Our Privacy Policy**

We will keep our privacy policy under regular review and we will place any updated on this web page. This privacy policy was last updated on 5 December 2017.

For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please email: <a href="mailto:admin@lotingadoors.co.uk">admin@lotingadoors.co.uk</a>.