

Grindtec (Lincs) Limited – Privacy Policy

Grindtec (Lincs) Limited are committed to protecting and respecting any personal information you share with us and legally obliged to inform you of what information we hold for you and how we use it.

This statement describes what type of information we collect from you, how that information is used by us and how you can manage the information we hold.

How the law protects you

Data protection laws state that we are only able to process personal data if we have valid reasons to do so. The reasons we process your personal data is for billing and to contact you.

How we collect information from you

We receive information about you when you contact us by phone, email or via our website.

As a customer/supplier this information may include:

- Company name/Individual name
- Company address/Individual address
- Delivery addresses
- Company contacts
- Telephone number provided by you or your company
- Email addresses provided by you or your company
- Vat No
- Bank Details

Cookies

When you use our club website we may collect information about you, in particular your IP (Internet Protocol) address, by using cookies. We use this information to improve your web experience. A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you

as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

How we use this information

We use the information you have provided to facilitate trading with you and your Company and for general communication with your business. We will only use the information for the purpose for which it has been collected

We use the information you have provided in the following ways:

- To provide you with a service
- To administer accounts, process payments and keep track of billing and payments
- To respond to your requests if you contact us with a query

How we share this information

We do not pass or sell your information to third parties.

Where we store your personal data

Information about you or your company is stored within Sage 50 and is password protected and any relevant paperwork is stored securely. We will ensure that reasonable steps are taken to protect your data in accordance with this privacy notice.

How long do we keep your information for?

We do not retain information for longer than is necessary. We will retain your information for the duration of our business relationship and thereafter for as long as is necessary for us to comply with our legal obligations to do so.

How you can manage the information we hold about you?

You have the right to:

- Ask for a copy of information we hold relating to you
- Update and correct your information

You can contact us to manage your information either by post or email:

***Post: Grindtec (Lincs) Limited, Camelot, 18 Grantham Road, Navenby
Lincoln LN5 0JJ***

Email: enquiries@grindteclincs.co.uk