



# Privacy Policy

ADCP027 Issue 1 Dated 5 April 2018

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Adcutech Limited (“**We**”) are committed to protecting and respecting your privacy.

This Privacy Policy (the “**Policy**”) and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following Policy carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting [www.adcutech.com](http://www.adcutech.com), you are accepting and consenting to the practices described in this Policy.

For the purpose of the Data Protection Act 1998 (the “Act”), the data controller is Adcutech Limited, with its registered office at PACM House, Blackworth Industrial Estate, Highworth, Wiltshire SN6 7NA.

## CONTACT

Questions, comments and requests regarding this Policy or the treatment of your personal data (including requesting any correction, amendment or update to, or deletion of, your information) are welcomed and should be addressed to the Data Protection Officer at Adcutech Limited, PACM House, Blackworth Industrial Estate, Highworth, Wiltshire SN6 7NA or at [dpo@adcutech.co.uk](mailto:dpo@adcutech.co.uk)

## INFORMATION WE COLLECT

We will collect and process the following data about you:

**Information you give us:** This is information about you that you give us by filling in forms on (our/the “**site**”) or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you subscribe to our newsletter, send us an enquiry, place an order, apply for a job (including by sending in your CV. The information you give us may include your name, address, e-mail address, phone number, bank account details, debit or credit card information, personal description and qualifications (in the case of applying for a job).

## COOKIES

Our site uses cookies (small files of letters and numbers placed on your computer or another electronic device when you access our site) to distinguish you from other users of our site, which helps us to provide you with a good experience when you browse our site and also enables us to improve our site. For more information about cookies in general, please see [www.allaboutcookies.org](http://www.allaboutcookies.org).

The following types of cookies may be used by Adcutech:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests.
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## USES MADE OF THE INFORMATION

We use information held about you in the following ways:

**Information you give to us:** We will use this information:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
- to provide you with information about goods or services we feel may interest you.

We do not send marketing material unless we have had your prior consent or if you are an existing customer. If you are unhappy for us to use your data to send marketing material there is a clear opt-out option on all emails we send.

## DISCLOSURE OF YOUR INFORMATION

You agree that we have the right to share information we hold about you with:

- Any member of Adcotech Limited.

Selected third parties including:

- business partners, suppliers, sub-contractors for the performance of any contract we enter into with you, or that you may enter into with them.

We will only disclose your personal information to third parties:

- if we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets if relevant to the sale or purchase;
- if a third party acquires Adcotech or substantially all of its assets, in which case personal data held by Adcotech about its customers & suppliers will be one of the transferred assets;
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or if required by any court or tribunal of competent jurisdiction, or in order to enforce or apply our licence terms.

## WHERE WE STORE YOUR PERSONAL DATA

We do not transfer personal data outside the EEA.

The information that we collect from or about you may be stored locally and securely within Adcotech Limited.



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## **YOUR RIGHTS**

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by not checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by opting-out of the marketing emails sent or by contacting us at FAO Data Protection Officer Adcotech Limited, PACM House, Blackworth Industrial Estate, Highworth, Wiltshire SN6 7NA or at [dpo@adcotech.co.uk](mailto:dpo@adcotech.co.uk)

## **ACCESS TO INFORMATION**

The Act gives you the right to access certain information held about you. Your right of access can be exercised in accordance with the Act by sending us a request in writing.

## **OTHER SITES AND THIRD PARTIES**

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and third party vendors. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## **CHANGES TO OUR POLICY**

Any changes we make to our Policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our Policy.

This Policy was last updated on 5 April 2018.