



3 Deer Park Road, Moulton Park, Northampton, NN3 6RX

Tel: (01604) 671600 Fax: (01604) 671625

www.metcalfdecorators.co.uk

Email: enquiry@metcalfdecorators.co.uk



## **Metcalf Commercial Decorators Ltd**

### **Privacy Policy**

Metcalf Commercial Decorators Ltd is committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we hold will be recorded and processed by us. Please read the following information carefully to understand our views and practices regarding your personal data and how this is stored.

#### **Information we may collect and store**

- If you contact us by telephone, email, fax or post, we may keep a record of this information.
- When using our website, information may be collected by the use of Cookies (Text files containing small amounts of information downloaded to your device when you use a website).
- Social media communications.
- Information supplied by the exchange of business cards.
- Information supplied on the completion of forms e.g. Application Forms, Enquiry Forms, Customer Satisfaction Surveys etc.

#### **How we use your personal data**

We will use the data held about you only for the purpose for which it was supplied to us and as stated at the point of collection, for example, considering a job application, accounting and payroll purposes, supplier payments or to deliver a service to our customers.

We will not collect personal data for consumer marketing or sale to third parties.

#### **Protecting your data**

We are committed to ensuring that your data is held securely by taking appropriate technical and organisation measures against unauthorised processing, accidental loss or damage. Only authorised personnel will have access to your personal data. This data will only be retained for as long as is required for the purposes for which it was collected.

The transmission of data by email or internet is not completely secure, although we will endeavour to protect your data, we cannot guarantee the security of data you transmit to us, any transmission is at your own risk. Once this information is received by us, it will be stored securely on our accounting system and by hard copy which will be held on file. This information will be disposed of securely when there is no longer a valid reason for us to hold the data.

We do not assume responsibility for verifying the on-going accuracy of the content of data, we will make appropriate changes based on the updated information provided.



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## **How we use cookies**

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.

## **Links to other websites**

Links may be provided on our website to other websites that are not operated by us. If you use these links, you will leave our website. You should note that we are not responsible for the contents of any third party website. External sites will have their own privacy policies which you should read carefully.

## **Disclosure of your data**

We may disclose your personal data to third parties in certain circumstances however, we will not sell, rent or trade your personal information.

Where relevant, and with your consent, we may give third party providers who supply services to us or who process personal data on our behalf, access to your personal data. When doing so we will ask them to confirm that their security measures are adequate to protect your personal information.

We may be under a duty to disclose or share your personal data in order to comply with a court order or other legal or regulatory requirement.

## **Changes to our Privacy Policy**

We may, from time to time, make changes to our privacy policy. Any changes will be posted on our website.



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### **Your right of access to your personal data**

You have the right to access the personal data we hold about you under the General Data Protection Regulations 2018, if you would like a copy of this information, please contact us in writing at the above address.

If you wish to withdraw your consent to the above uses of your data, please inform us in writing or by email to [enquiry@metcalfdecorators.co.uk](mailto:enquiry@metcalfdecorators.co.uk)