

## **Wessex Timber Windows Ltd Privacy Policy**

**Effective Date: May 2018**

We respect your privacy. By accessing or otherwise using this site, you agree to be bound contractually by this privacy policy.

### **Modification of Privacy Policy**

We reserve the right to modify this Privacy Policy at any time, and without prior notice, by posting an amended Privacy Policy that is always accessible by clicking on the "Privacy Policy" link on this site. Your continued use of this site indicates your acceptance of the amended Privacy Policy.

### **Privacy Statement**

Wessex Timber Windows Ltd, a Wiltshire based timber window manufacturer, doing business as Wessex Timber Windows Ltd ("wessextimberwindows.co.uk"), operates this website. All references to "we", "us", "this website" or "this site" shall be construed to mean Wessex Timber Windows Ltd. Wessex Timber Windows Ltd understands that visitors to this website are concerned about the privacy of information. The following describes our privacy policy, including our policy regarding personally identifiable information that we collect through this website about individuals who use or visit this website.

### **Your rights**

Under the General Data Protection Regulation you have certain rights regarding your Personally Identifiable Information. These include:-

- the right to be informed
- the right of accessible the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling

### **Data collected**

#### **Collection of Personally Identifiable Information ("PII")**

When an individual visits our website, our web server automatically recognizes no information regarding the domain or email address. However, when an individual visits this website and requests a quote, we may collect certain categories of personally identifiable information. The information we collect is purely for contacting a customer upon request and takes the form of name, location, email address, and phone number. We will use your information to follow-up with you regarding your project.

### **Use of data**

#### **Sharing of Personally Identifiable Information ("PII") – General Policy**

We do not rent, sell or share PII with third party, except with your consent.

#### **Sharing of Personally Identifiable Information ("PII") – Legal Process**

We reserve the right to share PII with third parties in response to a court order, to prevent fraud, to comply with and inquiry by a government agency or other regulator, or as necessary for other legal purposes.

### **Cookies**

This website, like many websites, use "cookies" (information stored on your computer by your browser at our request). Cookies enable the site to "remember" who you are so that you can get around it easier and more efficiently. Cookies may allow you to access secured information,

conduct secured transactions, and take advantage or promotional opportunities. Cookies in and of themselves do not personally identify users, although they do identify a user's computer. Most browsers are initially set up to accept cookies. If you prefer, you can set your browser to refuse cookies. However, you may not be able to take full advantage of a website if you do so. We reserve the right to use cookies to collect demographic and profile data for purposes of improving the content of this website. We do not record personal or sensitive information in our cookies

### **Traffic Data**

We reserve the right to collect three (3) types of "traffic data": IP Addresses, Referrers, and system Information. IP addresses are used by your computer every time you are connected to the internet. Your IP address is a number that is used by computers on the network to identify your computer. A Referrer is the information passed along by a web browser that references the Web URL you linked from. System information includes time of access, the type of web browser being used, the operating/platform, and CPU speed of your computer. We reserve the right to use this "traffic data" purposes of identifying broad demographic trends and for improving the content of this website. We will not use "traffic data" to attempt to identify your personal information; you will not be personally identified with "traffic data".

### **Email**

If you supply us with your e-mail address on-line you may receive periodic messages from us with information specific to the site and required for the normal functioning of the site as well as for new products or services or upcoming events. If you prefer not to receive periodic email messages, please make changes as you would for Personally Identifiable Information as provided above or email us at our email address.

### **Security**

We have appropriate security measures in place to prevent your Personally Identifiable Information from being disclosed or used in an unauthorised way. However, as the transmission of information via the internet can never be guaranteed to be completely secure any transmission of information is at your own risk.

### **How to complain**

### **Contact Us**

If you have any questions regarding this privacy policy or your dealings with this website, please contact us at:

Wessex Timber Windows Ltd, South Newton Trading Estate, South Newton, Wiltshire, SP2 0QW  
Tel: 01722 744477 (Data controller)

### **Alternatively you can contact**

The Information Commissioner's Office (ICO) 0303 123 1113