

## **PRIVACY POLICY**

At Hyco Manufacturing Ltd we are dedicated to safeguarding and preserving your privacy when communicating with us. This Privacy Policy, together with our terms of use, provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you. We do update this Policy from time to time so please do review this Policy regularly.

### **Information We Collect**

We may collect and process the following data about you:

- I. Details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, web logs and other communication data.
- II. Information that you provide by filling in forms on our website
- III. Information provided to us when you communicate with us for any reason.

### **Use of Your Information**

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- I. To provide you with information requested from us, relating to our products or services.
- II. To provide information on other products which we feel may be of interest to you, where you have consented to receive such information.
- III. To meet our contractual commitments to you.

If you are an existing customer, we may contact you with information about goods and services similar to those which were the subject of a previous sale to you.

We will only contact you or allow third parties to contact you only when you have provided consent and only by those means you provided consent for.

### **Storing Your Personal Data**

Data that is provided to us is stored on our secure servers.

The transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk.

### **Disclosing Your Information**

Where applicable, we may disclose your personal information to any member of our group. This includes, where applicable, our subsidiaries, our holding company and its other subsidiaries (if any).

We may also disclose your personal information to third parties:

- I. Where we sell any or all of our business and/or our assets to a third party.
- II. Where we are legally required to disclose your information.
- III. To assist fraud protection and minimise credit risk.

### **Third Party Links**

You may find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

### **Access to Information**

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Should you wish to receive details that we hold about you please contact us.