



Supplier & Website Privacy Policy relating to the use of Personal Data

Architectural Powder Coatings Limited is committed to preserving the privacy of all suppliers and visitors to www.apc-gb.com

Please read the following Privacy Policy to understand how we use and protect the information that you provide to us.

By trading with us or using the Website, you consent to the collection, use and transfer of your information under the terms of the Privacy Policy.

1. Introduction

1.1 This Privacy Policy forms part of the Website terms and conditions and is a statement as to how we shall Process your Personal Data. We take the security and privacy of you and your Personal Data very seriously and we are committed to safeguarding your privacy on line. Please be aware that communications over the internet, such as emails, are not secure unless they are encrypted. We do not accept any responsibility for any unauthorised access or loss of Personal Data beyond our control.

1.2 Our primary reason for collecting your Personal Data is to process queries or enquiries which you raise in relation to the Website and provide you with the most efficient service possible.

1.3 This Privacy Policy may change from time to time so please check it periodically.

2. Our policy for Processing your Personal Data

2.1 What Personal Data do we Process and where do we get it from?

2.1.1 when you contact us via the "Contact Us" or "Guarantee" page on the Website or by telephone, facsimile transmission or email we will collect Personal Data from you; and

2.1.2 personal information may also be obtained automatically by your internet browser.

2.2 The types of Personal Data which we may collect from you could include, for example, your name, your contact details (such as your address, telephone number and email address).

2.3 We may also collect non-personally identifiable information about your visit to the Website through the use of Cookies. This information may include, for example, the pages which you browse and goods viewed. This information helps us to better manage and develop the Website.

3. What do we do with your Personal Data?

3.1 We will Process your Personal Data so that we can deal with the general queries you raise from time to time through the Website or by telephone, or email.

3.2 Other purposes for which we will Process your Personal Data are:

- 3.2.1 the general maintenance of our database and records by us;
- 3.2.2 for security purposes to protect your Personal Data held and/or Processed by us;
- 3.2.3 for training our employees in respect of providing our service to you.

4. Who else gets to see your Personal Data?

4.1 We do not share your Personal Data with any third parties or for any marketing purposes.

5. Your rights

5.1 You have the right to object to your Personal Data being used for 'direct marketing' and/or 'host mailing' purposes but we do not use your information for that.

5.2 As mentioned above you can set your internet browser to refuse Cookies or you can ask your internet browser to alert you when a cookie is being set up.

5.3 You have the right under the DPA to request from us information as to what Personal Data we are Processing about you. Such requests should be made in writing to the Office Manager and should be accompanied by a £10.00 fee. We will provide you with the relevant information within 40 days of receipt of your fee.

5.4 You have other rights under the DPA in relation to our Processing of your Personal Data.

6. Maintenance of your Personal Data

6.1 We are committed to the security of your Personal Data. All of our employees with access to your Personal Data and/or are associated with the Processing of that data are contractually obliged to respect the confidentiality of your Personal Data.

6.2 We have implemented technology measures and security policies to protect the Personal Data that we have in our control from unauthorised access, improper use, alteration, unlawful or accidental destruction or accidental loss.

7. General application of our Privacy Policy

7.1 This Privacy Policy only applies to the collection and use of your Personal Data provided to us and not to Personal Data you may provide directly to third parties (for example the operators of any Third Party Sites). Any third parties will have their own policies in respect of Processing Personal Data you provide to them and/or your Personal Data that we may disclose to them in accordance with this Privacy Policy.

8. Contact information

8.1 If you have any queries about our Processing or use of your Personal Data you should write, in the first instance to the Office Manager.

9.2 If you want to learn more about your rights regarding your Personal Data, you should contact the Information Commissioner's office at their website <http://www.ico.gov.uk/>

10. Cookies

10.1 Information on how to block Cookies can normally be found within the help features of your browser. Information can also be found on the main browser sites.