

# **PRIVACY POLICY**

At Ashby Scott, we are committed to protecting and respecting your privacy.

This policy explains when and why we collect personal information about people who visit our website, trade with us or are employed by Ashby Scott. We explain how we use the information, the conditions under which we may disclose it to others and how we keep it secure.

We may change this policy from time to time, so please visit <u>http://www.ashbyscott.co.uk/privacy.html</u> occasionally to ensure that you are happy with any changes. By using our website, you are agreeing to be bound by this policy.

Any questions regarding this policy and our privacy practices should be sent by email to <u>mike@ashbyscott.co.uk</u> or by calling 0151 423 0325.

#### Who are we and what do we do?

We are a wholesale distribution company based in Widnes. We distribute a variety of carbon and steel alloy flanges, fittings and pipe.

# What and how do we collect information from you?

As a customer – the personal information we collect might include your name, address, telephone number(s), email address, and details of the products you purchase from us. We may also have VAT and Company Registration numbers, as well as bank account details / credit check information.

As a supplier – we would have your name, address and contact information. We could also have a list of products that we normally purchase from you, along with your bank account details for payments.

As an employee – we would have all of the necessary personal information needed to set you up on payroll as required by HMRC. As well as personal contact information for pension purposes.

#### How do we store your information?

We store your information in one of two ways. Information is stored on our password protected computer server which can only be accessed by certain members of our staff. All our staff have individual access and passwords – this is limited by their job type and position. We also store some information in files which are kept in our admin department – any personal or sensitive information is kept in locked files / cabinets.



#### Do we share information?

We do not sell or rent your information to third parties.

We will not share your information with any third parties except as required under legislation.

#### Security precautions in place to protect the loss, misuse or alteration of your information

When you give us your personal information, we take steps to ensure that it is treated securely. Any sensitive information is encrypted and password protected.

## Ashby Scott Website – Use of cookies

Our website is a 'flat' page website. Our website does not use cookies – it is for information only about Ashby Scott. There is no interaction set up. We do not collect / extract any data from our website.

#### How you can access and update your information

The accuracy of your information is important to us. You have the right to request a copy of the information we hold about you so that you can ensure its accuracy. You can do this by the following methods:

# Send an email to:

mike@ashbyscott.co.uk

**Phone:** 0151 423 0325

*Write to us: Unit A Shell Green Estate, Gorsey Lane Industrial Est., Gorsey Lane, Widnes, Cheshire, WA8 0YZ* 

#### **Right to erasure**

If you wish to erase your information, please get in touch with us via one of the following options:

Send an email to: mike@ashbyscott.co.uk

**Phone:** 0151 423 0325

## *Write to us:* Unit A Shell Green Estate, Gorsey Lane Industrial Est., Gorsey Lane, Widnes, Cheshire, WA8 0YZ

#### Your choices

Ashby Scott will not contact you for marketing purposes by email or mail unless you have given your prior consent.

#### **Review of this policy**

We keep this policy under regular review. This policy was last updated January 2023.