



HingeroseLTD

SALES

| SERVICING

| SUPPORT

PRIVACY POLICY

Hingerose Ltd ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By providing personal data to us, you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Hingerose Ltd, Unit 4 Henson Park, Henson Way, Kettering, Northamptonshire, NN16 8PX.

Information we may collect from you -

We may collect and process the following data about you:

- **Information you give us.** This may arise from you filling in enquiry forms at an exhibition or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you complete an account application form, when you change/update your personal details, contact preferences etc. The information you give us may include your name, address, e-mail address and phone number and financial information.
- **Information we collect about you.** When you contact us to enquire about a product or when you place an order, we automatically collect the following information:
 - Technical information on the application you work in
 - Information about your enquiry or order
 - Details of your delivery address or the address of your customer.

Uses made of the information -

We use information held about you in the following ways:

Information you give to us. We will use this information:

- To administer your account
- For the provision of services requested
- Providing always that you have given to us the necessary consent, to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about
- To notify you about changes to our service
- In-house research and statistical analysis

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Provided always that you have provided the necessary consent(s), we may share your information with selected third parties including:

- Suppliers
- Courier Companies

Where we store your personal data

The data that we collect from you will be stored within the European Economic Area ("EEA") and will not be transferred outside the EEA unless we have your explicit consent to such transfer and storage. In any event, your data will only ever be transferred to organisations where an approved code of practice in relation to data protection is adopted. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Your rights

Our site may, from time to time, contain links to and from the websites of business exhibitions. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

If, at any time, you want to verify, update or amend your personal data or preferences please write to us at The Data Protection Controller, Hingerose Ltd, Unit 4 Henson Park, Henson Way, Kettering, Northamptonshire, NN16 8PX. Verification, updating or amendment of personal data will take place within 28 days of your request.

Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Changes to our Privacy Policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to The Data Protection Controller, Hingerose Ltd, Unit 4 Henson Park, Henson Way, Kettering, Northamptonshire, NN16 8PX.