



Riverview Farm
Overcote Road
Over
Cambridgeshire
CB24 5NT

PRIVACY POLICY

Effective Date: May, 2018

This policy sets out how **Keith Collier Engineering Ltd.**, uses and protects any information that you give to us.

Keith Collier Engineering Ltd is committed to the protection of your personal information, the policy and procedures have been designed to ensure protection. We recognise the concern our customers have about what information is collected from them and what we do with that information.

What Information do we Collect? and How do we use it?

When you contact us you will be asked to provide information concerning your business, such as your name, address, email details and the like. We may also ask for more general information about the business and your knowledge of us. We also ask for financial information for the purposes of setting up the necessary credit facilities. We currently do not take payment by cards so will not ask for credit card information.

We request this information to deliver the best service we can. In addition, we use the information collected from you to help maintain accurate accounts, provide services, billing, answer your enquires and generally to help make our service the best it can be to you.

Disclosure of Your Information

We undertake not to share with or disclose or sell any personally identifiable information collected by us with third parties, unless we have your clear consent to do so. The only time we would disclose information is where: We are required to by Law, we believe it is necessary to protect the rights or property of Keith Collier Engineering Ltd., or we feel it is necessary under our Conditions of Sale.

Your Rights

Under the General Data Protection Regulation (GDPR) you have a number of rights with regard to your personal data; which this policy and the use of your data will uphold: These include The Right of Access, The Right to be Informed, The Right of Rectification, The Right to be Forgotten and the Right to Withdraw.

Opting Out

If at any time you wish to have your information removed from our system please contact us via email at keithcollierengineering@hotmail.com or telephone us on 01954 231760, stating that you wish to 'Unsubscribe'.

Accessing or Updating Your Personal Information

Only authorised staff at Keith Collier Engineering Ltd., have access to your personal information which is kept in accordance with GDPR regulations. If you need us to update your information please contact us by email or telephone as mentioned above.

Your Responsibilities

Please keep in mind that no information transmitted over the Internet can be guaranteed to be completely secure, whilst we strive to protect your personal information, we can not ensure or warrant the security of any information you transmit to us. These activities are conducted at your own risk, once we receive your transmission we make our best effort to ensure its security.

Changes to this Notice

We reserve the right to change this Privacy Policy from time to time, for example, if the law changes, so we recommend that you check the policy regularly for updates, this can be done by visiting our Website at www.keithcollierengineering.co.uk

Contact Details:

For any queries regarding our service, please contact us:
Telephone: 01954 231760
Email: keithcollierengineering@hotmail.com

Company Registration: 4309163

VAT Registration: 359 8020 35

