



**Allen Fabrications & Sons Ltd**  
welding & metalwork specialists

**ALLEN FABRICATIONS & SONS LTD**  
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### **Privacy Policy**

Allen Fabrication & Sons Ltd is committed to protecting your privacy and maintaining the security of any personal information received from you. We ensure that the provisions and obligations imposed by the Data Protection Act 1998 and the General Data Protection Regulations and Data Protection Principles together with any subsequent re-enactment or amendment thereof in storing and processing personal data, are complied with at all times.

This Privacy Policy explains our data processing practices and the ways in which your personal data is used, as well as information about cookies. If you have any requests concerning your personal information or any queries with regard to our processing please contact us using the contact details on this website.

### **Information required**

When you contact Allen Fabrication & Sons Ltd through the website for any reason we may require certain contact details from you, including without limitation, your name and email address and in some cases your postal address, the postal address of your place of work and telephone number. This policy is in relation to these contact details and to any other information, which Allen Fabrication & Sons Ltd subsequently collects from you ("the Information").

You may not be able to use some of the services offered on the website without providing the Information. If you provide Allen Fabrication & Sons Ltd with false Information, Allen Fabrication & Sons Ltd reserves the right to terminate your access to the website.

### **Use of information**

We will use your information to provide and personalise our service. Where we collect personal data, we store this securely in both hard copy and electronic copy. This data may be used to compile reports and statistics that comply with contractual requirements and for general administration purposes. We may use your information to send without limitation you information about our products or services which we think may be of interest to you by post, email, telephone or fax for these purposes. We will never pass your personal data to anyone else, except for any successors in title to our business and suppliers that process data on our behalf.

## **When can we contact you in the future?**

We would like to send you information about our own products and services, as well as those of selected third parties. We may do this by post, telephone, email or SMS, unless you have told us that you do not wish to be contacted in this way. We will always ask you to confirm in advance that you are happy for us to allow third parties to contact you by email.

## **Transfer of Information**

Third parties will host and develop the Website on behalf of Allen Fabrication & Sons Ltd and will therefore have access to the Information. Such access will however be strictly controlled under a written contract between Allen Fabrication & Sons Ltd and the relevant third party and the third party will not be authorised to in any way to use the Information for any purpose other than carrying out their contractual obligations to Allen Fabrication & Sons Ltd. For the avoidance of doubt, the third parties will not be authorised to use the Information for any type of marketing for their own purposes.

Other than as detailed above, Allen Fabrication & Sons Ltd will not disclose the Information to any third party for any purpose without your consent unless there is an emergency situation which requires it, or Allen Fabrication & Sons Ltd is required to do so by operation of law.

## **Other Websites**

Our web site may contain links to other web sites which are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours.

Allen Fabrication & Sons Ltd cannot be responsible for the privacy policies and practices of other websites even if accessed using links from the website and it is recommended that you check the privacy policy of each site you visit.

## **Use of Cookies**

This website uses cookies to better the users experience while visiting the **website**. Cookies are small text files that are stored by your browser on your computer's hard drive allowing websites to recognise one user from another. They do lots of different jobs like letting you navigate between pages efficiently, storing preferences and generally improving your experience of a website.

## **What to do if you don't want cookies to be set**

Some people find the idea of a website storing information on their device a bit intrusive. Although this is generally quite harmless, you may not, for example, want to see advertising that has been targeted to your interests. If you prefer, it is possible to block some or all cookies, or even to delete cookies that have already been set; but you need to be aware that you might lose some functions of the website. You can remove cookies by going into your browsers control panel/preferences.

## **Security**

All information will be kept as confidential and secure as possible. Allen Fabrication & Sons Ltd will follow strict security procedures in the storage, disclosure, retention and deletion of information in line with the Data Protection Act of 1998 and the General Data Protection Regulations.

## **Changes to our policy**

We keep our privacy policy under regular review and we will place any updates on this on our website and we will place any updates on our webpage. This privacy policy was last updated on 25<sup>th</sup> May 2018.

Wayne Allen, Managing Director

25<sup>th</sup> May 2018