

## EXERTIS (UK) LTD PRIVACY STATEMENT

### About Us

This policy is issued by EXERTIS (UK) LTD, Shorten Brook Way, Altham Business Park, Altham, Accrington, Lancashire, BB5 5YJ, United Kingdom.

### Our Commitment To Protecting Your Information

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where we may request personal information from you.

This privacy policy only covers this website. We are not responsible for the data policies or procedures or content of other linked websites. We recommend that you check the privacy and security policies of each website you visit.

### The Information We Collect

This notice applies to all personal information collected or submitted via our website. On some pages, you may be able to order products, make requests, and register to receive materials. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Phone number
- Credit/Debit Card Information

On some pages, you can submit information about other people. For example, if you order a product online and want it sent directly to the recipient, you will need to submit the recipient's address. In this circumstance, the types of personal information collected are:

- Name
- Address
- Phone Number
- (etc.)

### The Way We Use Information

We use the information you provide about yourself when placing an order only to complete that order and ensure that we maintain high levels of customer service to you. We do not share this information with outside parties except to the extent necessary to complete that order. On rare occasions it may be necessary for us to communicate with you for administrative or operational reasons relating to the services we have provided to you.

We use the information you provide about someone else when placing an order only to deliver the product and confirm delivery. We do not share this information with outside parties except to the extent necessary to complete that order.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

Please [click here to register](#) if you would like to receive our catalog as well as updates on our new products and services. Information you submit on our website will not be used for this purpose unless you fill out the registration form.

We use anonymised and aggregate information to better design our website and to share with advertisers. For example, we may tell an advertiser that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women filled out our registration form, but we would not disclose anything that could be used to identify those individuals.

Finally, we never use or share the personal information provided to us online in ways unrelated to those described above without also providing you with an opportunity to opt-out or otherwise request us to stop such unrelated uses.

### **Our Commitment To Data Security**

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. Access to the information which you have provided will be limited to authorised employees as required for the purposes identified above as well as IT security and maintenance.

Any personal information you provide may be used to verify your identity and assist us in preventing or detecting fraud. As part of these checks your information may be disclosed to credit reference agencies, who may keep a record of that information.

### **How You Can Access Or Correct Your Information**

You can withdraw your consent to processing or access all your personal information that we collect online and maintain by writing to The Data Protection Officer, Shorten Brook Way, Altham Business Park, Altham, Accrington, Lancashire, BB5 5YJ, United Kingdom. We use this procedure to better safeguard your information. If you are requesting copies of data a fee of £10 may be payable.

You can correct factual errors in your personal information that we hold by sending us a request that credibly shows that there is an error in our records.

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

### **How To Contact Us**

Should you have other questions or concerns about these privacy policies, please email [marketing@exertis.co.uk](mailto:marketing@exertis.co.uk).