

**PRIVACY POLICY**

Taylor's Industrial Services Ltd are committed to preserving the privacy of our clients and website visitors. Please read the following policy which explains how we use and protect the information that you provide.

**Data we collect from you**

Taylor's Industrial Services Ltd collects data about you:

- When you request or otherwise provide us with your personal details (such as your name, contact details, email address etc); and
- From your usage of the website and any other information you post on the website, e-mail or otherwise send to us.

By subscribing through the website you consent to the collection, storage, use and transfer of your data by us in accordance with the terms of this privacy policy.

**Subscribing**

You can visit our website to view and or download company information from us, including license certificates, legal updates and news. You can advise us at any time by contacting us directly at [dataprotection@taylorsindustrial.co.uk](mailto:dataprotection@taylorsindustrial.co.uk)

**Use of Data**

We will only use your data:

- To supply you with the products, services and information which you have requested; and
- To help improve our services generally.

We may contact you by post or telephone as well as by e-mail. If you change your mind about being contacted in the future by any of these means then please let us know.

**Security**

All information you provide to us is stored on secure servers with industry anti-virus and firewall protection in place.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted online or through the website. Any transmission is at your own risk. Once we have received your information, we use strict procedures and security features to try to prevent unauthorised access.

**Disclosure of Data**

We process all data in accordance with the EU General Data Protection Regulation. We may disclose your data to other third parties who act for us in order to provide the information you have requested. Unless required to do so by law, we will not otherwise share, sell or distribute any of the data you provide to us without your consent.

In the event of an unpaid account, we will instruct our appointed Debt Recovery Agents / Solicitors to proceed with the necessary course of action to retrieve any monies due to our entities without prior consent from the customer, Only information held that is relevant to the matter in hand will be passed to our appointed their party agents.

**Cookies**

A "cookie" is a piece of software that attaches to the hard drive of your computer and remembers information about the configuration of your computer. We use cookies to track visitors' movements through the website. When you start to use the website, you will be asked whether you agree to the use of cookies. Please see our Cookies Policy for more information about the cookies used on this website and how to disable them.

**Your Rights**

You have the right to ask for a copy of the data held by us in our records. You also have the right to require us to correct any inaccuracies in your data or delete your data.

**Changes**

We may make changes to this policy from time to time and any changes will be posted on this page.

**Contact Us**

If you have any queries or concerns regarding the use of your data or this policy then please contact [dataprotection@taylorsindustrial.co.uk](mailto:dataprotection@taylorsindustrial.co.uk). We will make all efforts to deal with any requests or concerns as speedily as possible.

If we are unable to resolve any issue to your satisfaction, you have the right to complain to the Information Commissioners Office. Contact information can be found at <http://ico.org.uk/global/contact-us/>

<p>POLICY - PRIVACY POLICY REVISION 01 / SW</p> <p>LAST REVIEW/AMEND: 16/01/2020</p> <p><b>UNCONTROLLED WHEN PRINTED</b></p> <p>Page 1 of 1</p>	<p>TAYLORS INDUSTRIAL SERVICES LIMITED Adria House Hareness Circle Altens Industrial Estate, Altens Aberdeen AB12 3LY Tel: 01224 872972 Fax: 01224 872697 www.taylorsindustrial.co.uk</p>				
<p>PRIVACY POLICY / DUTY OF CARE PACK / TERMS &amp; CONDITIONS AVAILABLE AT - WWW.TAYLORSINDUSTRIAL.CO.UK (COMPLIANCE TAB)</p>					