

# PRIVACY POLICY

**De Leeuw.** This privacy policy explains how we use any personal information we collect about you when you use this website.

## **What information do we collect about you?**

We collect information about you when you register with us or place an order for products or services. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions. Website usage information is collected using Cookies.

## **How will we use the information about you?**

We collect information about you to process your order, manage your account and, if you agree, to email you about other products and services we think may be of interest to you. We use your information collected from our website to personalise your repeat visits to our website. **De Leeuw** will not share your information for marketing purposes with other companies. In processing your order, we may send your details to, and also use information from credit reference agencies and fraud prevention agencies.

## **Marketing**

We would like to send you information about our products and services and other companies' in our group which may be of interest to you. If you have consented to receive marketing, you may opt-out at a later date. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, click the **unsubscribe button** (provide a link to unsubscribe).

## **Access to your information and corrections**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us [info@deleeuw-ltd.co.uk](mailto:info@deleeuw-ltd.co.uk) or Reflex-Rol UK, Ryeford Hall, Ryeford, Ross-on-Wye HR9 7PU. We may make a small charge for this service. We want to make sure that your personal information is accurate and up-to-date. You may ask us to correct or remove information you think is inaccurate.

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track the visitor's use of the website and to compile statistical reports on website activity.

For further information visit <http://www.allaboutcookies.org/>

You can set your browser not to accept Cookies and the above website tells you how to remove Cookies from your browser. However, in a few cases some of our website features may not function as a result.

## **Other websites**

Our website does contains links to other websites. This Privacy policy only applies to **De Leeuw** website so when you link to other websites you should read their own Privacy policies, but all websites linked belong to De Leeuw Ltd.

## **Changes to our Privacy policy**

We keep our Privacy policy under regular review and we will place any updates on this web page. This Privacy policy was last updated on 20/05/2018.

## **How to contact us**

Please contact us if you have any questions about our Privacy policy or information we hold about you:

by email: [info@deleeuw-ltd.co.uk](mailto:info@deleeuw-ltd.co.uk)

by telephone: 01989 750005

by post: Reflex-Rol UK, Ryeford Hall, Ryeford, Ross-on-Wye HR9 7PU

**NB:** This policy is based on ICO's *Good and bad examples of Privacy Notices, 25 July 2016*. It is free for all to use/download however [ICO requests](#) that you state the name of the policy and date it was made available online as below:

**Information Commissioner's Office, [Good and bad examples of Privacy Notices, 25 July 2016], licensed under the Open Government Licence.**

To download the original version, visit: <https://ico.org.uk/media/for-organisations/documents/1625136/good-and-bad-examples-of-privacy-notices.pdf>

## EXAMPLE OF COLLECTING CUSTOMER ACCOUNT DETAILS

### MY ACCOUNT

First name\*:.....

Surname\*:.....

Email\*:.....

Address\*:.....

Home telephone:.....

Mobile telephone:.....

\* mandatory information

### YOUR INFORMATION

**De Leeuw** collects personal information when you register with us or place an order for products or services. We will use this information to provide the products and services requested, maintain guarantee records and, if you agree, to send you marketing information. **De Leeuw** will not share your information for marketing purposes with other companies. For more information on how we use your information please see our Privacy policy.

For further details visit:

<https://ico.org.uk/media/for-organisations/documents/1625136/good-and-bad-examples-of-privacy-notice.pdf>