

PRIVACY POLICY

August 2018

Enquin Environmental Limited is committed to protecting your data and privacy. Our privacy policy sets out how we collect, handle and store your data.

What we collect:

When you make an enquiry with us or buy from us we may collect the following information:

- Your company name, address and telephone number
- The contact details of the people within your company that we deal with which can include their names, company email address and mobile phone number
- Records of your interactions with us, for example emails and orders that you send or enquiries or technical questions that you may ask us
- A record of your account activity with us including details of the products and services that you buy with us.

When you visit our website information is gathered by tracking software and may capture information about your visit that will help us improve the quality of our service.

We are sometimes provided with details of tenants and building occupants which are used to organise attendance on site and entry into properties, this information is held until after the commission has been completed, after which it is destroyed as it is no longer needed.

To allow us to grow our business and monitor potential future work, contact / lead details for companies, contact details including email addresses and phone numbers are collected and held in a secure data base, which is hosted internally. These details are held for a period of three years after which they are destroyed.

We confirm that any Personal Information which you provide to us (or which is available on public registers) and any User Information from which we can identify you, is held in accordance with the registration we have with the Data Commissioners Office. We use your information only for the following purposes:

- Processing your orders
- We will store data for a period of seven years, in line with our contractual liability.

You agree that you do not object to us contacting you for any of the above purposes whether by telephone, e-mail or in writing and you confirm that you do not and will not consider any of the above as being a breach of any of your rights under the Telecommunications (Data Protection and Privacy) Regulations 1999.

What we do with it

We need the information that we hold about you to enable us to transact with you and to allow us to serve you better, whether you are a supplier or a customer. Some examples of how we may use your information may include the following:

- Keeping a ledger of any transactions we make with you for financial purposes and to help improve the service we offer you
- Using your address to make a delivery of goods to you

- Arranging appointments to visit your address
- Contacting you with potentially interesting opportunities

Sharing your information

We will never sell or disclose your information to a third party. We will share your information should we be required to by law. You should be aware that if we are requested by the police or any other regulatory or government authority investigating suspected illegal activities to provide your Personal Information and /or User Information we are entitled do so.

Security

We are committed to ensuring the information we hold for you is secure. We have put in place the appropriate electronic and physical measures to safeguard your information.

Links to other websites

Our website may contain links to other website which may be of interest to you. Once you click on these links you leave our website and we have no control over the other website or the privacy of any information that you may subsequently provide while visiting that website.

Controlling your personal information

You can contact us at any time to request the information that we hold for you and to make changes to your details. You can do this by contacting us by email or telephone.

For Enquin Environmental Limited

A handwritten signature in black ink, appearing to read 'Michael Tully'.

Michael Tully
Managing Director

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