



## WEBSITE USAGE TERMS AND CONDITIONS

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11. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website you



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12. We may collect the following information about you: name and job title; contact information including email address; other demographic information such as postcode; and any other information relevant to customer enquiries, surveys and/or offers. This information is required to understand your needs and provide you with a better service, and in particular, for the following reasons: to provide quotations; internal record keeping; to improve our products and services; to periodically send you promotional e-mails about new products, special offers or other information which we think you may find interesting by using the email address that you have provided.
13. We will not sell, distribute or lease your personal information to any third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties, which we think you may find interesting if you tell us that you wish this to happen.
14. You may request details of personal information which we hold about you under the Data Protection Act 1998. A small administration fee will be payable upon application. If you would like a copy of the information held on you please write to 6 Stirling Park, Laker Road, Rochester, Kent, ME1 3QR. If you believe that any information we are holding on you is incorrect, or incomplete, please write to us as at the above address. We will promptly correct any information found to be inaccurate.
15. We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 9<sup>th</sup> March 2011.