



## **RJH FINISHING SYSTEMS LTD - WEBSITE PRIVACY POLICY**

This policy discloses the privacy practices for [www.rjhfinishing.co.uk](http://www.rjhfinishing.co.uk) and applies solely to information collected by this website. It details the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, e.g. to ship an order. If we are required to partner with other organisations to provide specific services in relation to your enquiry (for example dust extraction specialists or maintenance engineers) then we will seek authorization from you prior to sharing any of your information with such organisations and we will ensure that any personally identifiable information is only used for the purpose of providing these services.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

### **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Some of our business partners may use cookies on our site (for example, advertisers). However, we have no access to or control over these cookies.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 44(0)1924 402490 or via email at [sales@rjhfinishing.co.uk](mailto:sales@rjhfinishing.co.uk)**