

Coomber Electronic Equipment Ltd privacy policy

This privacy policy sets out how Coomber Electronic Equipment Ltd uses and protects any information that you give to Coomber.

Coomber is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified you can be assured that it will only be used in accordance with this privacy statement.

Coomber 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 25/05/2018

What we collect

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

How we use your personal data

We require this information to process your order, understand your needs and provide you with a better service, and in particular for the following reasons:

- Processing orders or quotes. Your information given is used for the express purpose of delivering the purchased product or service required.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes by email, phone or mail.
- To improve our website (we continually strive to improve our website based on feedback from our customers).
- We also use personal information to help us, develop, operate, deliver, and improve our products, services, content and advertising.

How long do we keep your personal data

We keep your data for the statutory retention period only, our need to use your personal information will be reassessed on a regular basis, and information which is no longer required for any purposes will be disposed of securely.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Website cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Website Security

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

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

Controlling your personal information

Your privacy is of huge importance to us, you may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to (address below) or emailing us at info@coomber.co.uk. Your details will be deleted from our system.

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please write to the address below.

If you believe that any information we are holding on you is incorrect or incomplete, please write to (address below) or email info@coomber.co.uk us as soon as possible we will promptly correct any information found to be incorrect.