# **Privacy Policy**

H.W.Andersen Products Ltd is committed to protecting your privacy and will only use the information that we collect about you lawfully.

This policy is intended to give you an understanding of how and why we use the information you provide to us either online or by other means.

### What information do we collect about you?

We collect information about you when you contact us to make an enquiry or place an order either at an exhibition, by phone/email or online.

We may also collect further information when you voluntarily provide feedback and/or participate in competitions.

## How will we use the information about you?

We collect information about you to process orders, manage your account, and if you agree, to email you about special offers, new products when they become available and attendance at exhibitions.

H.W. Andersen Products Ltd will not share your information for marketing purposes to any third parties.

In processing your order, we may send your details to a third party in order for them to provide the delivery service and your data will only be processed in accordance with our written instructions. We do not allow them to use your personal data for their own marketing purposes.

## <u>Marketing</u>

We would like to send you information about products and services of ours which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date.

You have the right to stop us from contacting you for marketing purpose. If you no longer wish to be contacted please email <u>dlofting@anderseneurope.com</u>

## Access to your information and correction

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 information please email (<u>dlofting@anderseneurope.com</u>) or write to the address shown above. We may make a small charge for this service.

We want to make sure that your information is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

### Other websites

Our website contains links to other website. This privacy policy only applies to this website so when you link to other websites please read their own privacy policies.

### Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this webpage.

# How to contact us

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

- By email (<u>dlofting@anderseneurope.com</u>)
- Write to us: Unit 808 Oakwood Business Park, Fowler Road, Clacton on Sea, Essex, CO15 4AA