

## Privacy Policy

This page tells you about our policies regarding the collection use and disclosure of your personal electronic data.

### Our Practices

We take the responsibility of handling your private information seriously. Our Policy is based upon the principle that we will only use your personal information to help you; we do not share your information with companies other than those who we employ to facilitate the operation of our website, email or content management systems, and to analyse how it is used. These companies use your information solely for this purpose. We will never sell your personal information to any other party.

The information that will be held about you may include your name, address, telephone number, email address and your site usage. There may be other data gathered from time to time to help us provide you with improved services. We have taken appropriate technical and organisational measures to protect the information systems on which your personal data is stored, and we contractually require our service providers to do likewise.

Your personal information will be retained as long as necessary to achieve the purpose for which it was collected, usually for the duration of any contractual relationship and for any period thereafter, as legally required or permitted in accordance with Data Protection Laws.

We reserve the right to disclose your data to permitted third parties if we are legally obliged to do so, and to our own professional advisors who are bound by confidentiality codes.

### Website Cookies

A cookie is a small text file that is stored on your computer or device when you visit a website, and helps to analyse web traffic. 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 webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and we do not collect personal information.

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.

### Consent and Access to your Information

By disclosing your personal information you are consenting to the collection, storage, and processing of your personal information in the manner set out in this Privacy Policy. You always have the option to opt-out of receiving any information from us. You can do so by contacting us via post, phone or email using the contact details provided.

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CONDITIONS: ALL GOODS STORED UNDER UKWA CONDITIONS & TRANSPORTED UNDER FTA CONDITIONS

