

PRIVACY POLICY

This Privacy Policy outlines how we process any personal data collected or received by us from you. By visiting our website, you are accepting and consenting to the practices described in this policy.

About us

This website is owned and managed by **Quayside Precision Engineering Limited**. Quayside Precision Engineering Limited is a company registered in England (registered number 4395355). Our registered office is 14/15 Vancouver Wharf, Hazel Road, Southampton SO19 7BN. The terms “we” or “us” refers to Quayside Precision Engineering Limited.

We are committed to protecting individuals’ personal information which is disclosed to or collected by Quayside Precision Engineering Limited.

What information do we collect and how do we collect it?

We may collect personal data about you when you contact us, using our website, by e-mail, by telephone or in writing to our postal address. This information may include: -

1. Your name, address, e-mail, telephone number etc
2. Your IP address (this is your computer's individual identification number) which is automatically logged by our web server. This data is used to prevent spam and targeted attacks on our server. IP addresses are obtained for users who submit enquiries via the website in order to provide control to block spam IP Addresses from submitting future forms.

What do we use this information for?

We only use personal data where necessary, so while we may use personal data for any of the following reasons, it’s unlikely all of the following will be relevant for you.

We use personal data for the following reasons:

- Providing you with information or a quote on a product or service
- Recruitment enquiries and communication
- Responding to your enquiries

We don’t sell your personal data to third parties.

Do you share my personal data with third parties?

There are circumstances where we may need to disclose your personal data to third parties where we are legally obliged to do so, or in order to apply or enforce our legal rights.

Storing your information

We’re a UK-based company, and as such the vast majority of your personal data will be stored in the UK, in a secure physical or electronic form. However, we use third party service providers to provide email capabilities and support our website. Therefore, we may need to use the services of a supplier

outside the European Economic Area. Where this is the case, we will take all reasonable steps to ensure that your data is treated securely and in accordance with our data protection policy.

How long do we keep your data for?

We keep records for as long as required in accordance with legal requirements. Where your information is no longer required, we will dispose of it in a secure manner.

How do I know what personal data Quayside Precision Engineering Limited has about me?

Under data protection legislation, you can request a copy of personal information we hold about you at any time. If you find any inaccuracies, we're obliged to correct that. Please do remember though, that we are under an obligation to keep personal data secure, so please understand if we require reasonable proof of ID.

Please address any requests to: **Quayside Precision Engineering Limited, 14/15 Vancouver Wharf, Hazel Road, Southampton SO19 7BN.**

We'll respond as soon as we are able, and in any event within the statutory timescale set, but please do provide as much information as you can about why you think we hold your data so we can locate records quickly. We reserve the right to charge a fee for this process.

What does this policy apply to, and how often does it change?

This policy only applies to websites owned or operated by Quayside Precision Engineering Limited. When using social media, or third- party websites (including those we may provide links to in this website), you should familiarise yourself with those websites to see how they protect your personal data or use cookies. We cannot accept responsibility or liability for the privacy practices of such third party websites.

We may update this policy at any time – so feel free to check it from time to time. By continuing to use our website you will be deemed to have accepted the conditions set out in this policy.

What types of cookies do we use?

Our website only creates one Cookie and this cookie is 'Absolutely Necessary' for the functioning of our website. This cookie is called 'ASP.NET_SessionId' and it stores a 'Session ID' which is used by Microsoft .NET Framework to deliver the web pages to the visitor. This cookie also expires at the end of the session which is when a visitor goes to another website or closes their browser window.

Because this cookie does not remain on your computer it has no way of tracking your website usage or retaining any of your data post expiry. This means consent is not required.