



# Privacy Policy

At AA Manufacturing we take your privacy seriously and maintain policies and procedures to keep the personal information gathered from our clients, prospective clients, editors and other visitors to our website protected.

## Requested Information

Information is collected from you when you use e-mail forms to contact us, or when you contribute to or use some of the advanced features on the site. The information we collect is clearly identified on the web page on which it is collected. By using this website, you are consenting for us to collect data about your browser and/or computer. We may also place cookies which are essential for the site to function.

The AA Manufacturing website uses forms and e-mail options for visitors to request information or express interest. We will never share, rent or sell your information to any third party. We will make all reasonable efforts to maintain the confidentiality of the information you provide. Any information you provide to us via our website will be used to support and further our mutual business relationship and for our internal business purposes only.

## Consent

By completing the Contact Us form, you are consenting to AA Manufacturing holding your name, job title, work e-mail address, work phone numbers and subject areas of interest on its database.

## Opting Out

You can withdraw your consent at any time and your details will be removed from AA Manufacturing' database within 15 working days from date of receipt of notification. This means that AA Manufacturing cannot send you any further information.

To withdraw your consent, simply send an e-mail to [info@aa-manufacturing.co.uk](mailto:info@aa-manufacturing.co.uk) with the subject header: Remove data request

You also have the right to see the information we hold about you and the right to have any errors in the information we hold about you rectified. In this case, simply send an e-mail to [info@aa-manufacturing.co.uk](mailto:info@aa-manufacturing.co.uk) with the subject header: Information and we will respond within 15 days.