

## David Reading Woodturners Privacy Policy:

David Reading Woodturners take privacy very seriously. The information you give us is important in order that we can conduct business with you, but we are very strict to ensure that all data is kept confidential.

Any changes we may make to our Privacy Policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our Privacy Policy.

This Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

### Information we may collect from you

We may collect and process the following data about you:

#### Information you give us.

The information you give us may include your name, address, e-mail address and phone number, photographs and bank details. We use your personal data with your consent or as necessary to complete any transaction or provide any product you have requested or authorised.

### Information we collect about you.

With regard to each of your visits to this website we may automatically collect the following information:

- Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- Information about your visit, [including the full Uniform Resource Locators (URL) clickstream to, through and from this website (including date and time); page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call us.

#### How will we use your personal data?

The information you supply or we collect about you may be used by us for the purposes of administration and debt recovery.

We will also use information held about you in the following ways:

*Information you give to us.* We will use this information:

- to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- to notify you about changes to our service;

*Information we collect about you.* We will use this information:

- to administer this website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- as part of our efforts to keep this website safe and secure;

Who else will have access to your data?

We may share your information with selected third parties including:

- suppliers and sub-contractors for the performance of any contract we enter into with them or you;
- analytics and search engine providers that assist us in the improvement and optimisation of this website;
- a third party we are under a duty to disclose or share your personal data with in order to comply with any legal obligation, and other agreements; or to protect the rights, property, or safety of David Reading Woodturners. This includes exchanging information with other companies and organisations for the purposes of fraud prevention and debt recovery.

#### Your rights

You have the right to ask us not to process your personal data. We will usually inform you if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by asking us not to disclose your information.