

PRIVACY POLICY

Website usage terms and conditions

Welcome to our website. If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern Procyon Fire and Security Limited's relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website.

The term 'Procyon Fire and Security Limited' or 'us' or 'we' refers to the owner of the website whose registered office is Procyon Fire and Security Limited, Electra Way, Electra House, Crewe, CW1 6GL. The term 'you' refers to the user or viewer of our website.

The use of this website is subject to the following terms of use:

- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.
- This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- All trademarks reproduced in this website, which are not the property of, or licensed to the operator, are acknowledged on the website.
- Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence. From time to time, this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.

PRIVACY POLICY

This privacy policy sets out how Procyon Fire and Security Limited uses and protects any information that you give Procyon Fire and Security Limited when you use this website.

Procyon Fire and Security Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Procyon Fire and Security Limited may change this policy from time to time by updating this page. You should check this page to ensure that you are happy with any changes. This policy is effective from **16.05.18**.

What we collect

What data may we collect ?

- Your name
- Contact information including email address
- Your postcode
- Other information you provide relevant to your specific request

What do we do with the data we gather ?

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- We may use the information to improve our products and services.
- We may (with your prior permission) periodically send promotional emails about new products, special offers or other information.
- We may (with your prior permission) also use your information to contact you for market research purposes.

How long do we keep the data ?

Information entered into our website is deleted after a period of 6 months or on a specific request.

Security

We are committed to ensuring that your data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. 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 web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

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.

STRICTLY NECESSARY COOKIES		
NAME	TYPICAL CONTENT	USAGE
ICO_auth	value 1	controls your cookie preferences
PERFORMANCE COOKIES		
NAME	TYPICAL CONTENT	USAGE
_utma	random number	Analytics – Google Analytics
_utmb	random number	Analytics – Google Analytics
_utmc	random number	Analytics – Google Analytics
_utmz	random number + string	Analytics – Google Analytics – information on how the site was reached (e.g. organic search or paid search)

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal data

We will **not** sell, distribute or lease your personal data to third parties unless we are required by law to do so. We will **not** use your personal data to send you promotional information about our products and services or those of third parties unless you specifically request so.

You may request details of (any) personal data which we hold about you by way of a Subject Access Request under the General Data Protection Regulations 2018.

If you would like a copy of the data held on you, please write to: Procyon Fire and Security Limited, Electra House, Electra Way, Crewe, CW1 6GL. or email the Data Protection Officer rainzleycooke@procyonfire.com There is no charge for a S.A.R.

You have the following rights regarding the stored data.

- Right of access to the data (Subject Access Request)
- Right for the rectification of errors
- Right to erasure of personal data (please note, this is not an absolute right)
- Right to restrict of processing or to object to processing
- The right to portability.