

# Tempelec - Privacy Statement

Tempelec are committed to respecting your privacy. We wish to provide a safe, secure user experience where our aim is to ensure that any information you submit to us will only be used for the purpose of responding to your enquiry or your order.

Visiting our website and entering your details, you are accepting the practices described within our [Terms and Conditions](#) for the website [tempelec.co.uk](http://tempelec.co.uk)

Should you have any questions about this privacy statement, the practices of this site, or your dealings with this web site, please [contact us](#).

## Tempelec- Privacy Policy

This Privacy Policy sets out the data processing practices carried out through the use of the Internet and any other electronic communications networks. If you have any requests concerning your personal information or any queries with regard to these practices please contact our Data controller.

Please note that all data thus captured will be used and held in accordance with the requirements of the Data Protection Act 1998 and the new regulations from the 25<sup>th</sup> May 2018.

### Information collected

We collect information from those who:

- Submit our online enquiry forms
- Make a purchase through our website or over the telephone
- Email us on any of our company email addresses
- Submit CVs and job applications

### Use of personal information

We process personal information collected for the purposes of:

- Providing information about products and services
- Providing and personalising our services
- Processing orders
- Dealing with your enquiries and requests

### Your Details and How We Use Them

Please note that your information may be used to send you details of services that we offer that we have identified as likely to be of interest to you, including those you have requested.

If at any point you would like to opt-out of receiving communications from us, have your details removed from our database or would like to change the channels (such as email, SMS or post) that we use to contact you, please contact the data controller.

Any personal details you provide on this website will be sent only to the relevant person and used to process your requirement. Any details we hold in our website's database is stored securely and deleted when it's deemed it no longer relevant or required for accounting purposes.

## Disclosures

We will only disclose data when obliged to disclose personal data by law, or the disclosure is 'necessary' for purposes of national security, taxation and criminal investigation, **or we have your consent** to the following:

- Business partners;
- Suppliers we engage to process data on our behalf;
- Successors in title to our business.

We will not sell or disclose your details to any 3<sup>rd</sup> party for the purpose of marketing, market research, or any purpose other than in direct relation with your enquiry or order.

## Subject access requests

You have the right to see what personal data we hold about you. To obtain a copy of the personal information we hold about you, please email our designated Data Controller.

Please note that we reserve the right to charge a fee of up to £10 for any such request that may take up to 40 days to deliver the requested information.

We reserve the right to amend this Privacy Policy from time to time to ensure ongoing compliance with the GDPR legislation.

## Removal of online data

In order to minimise risk from a data breach, we regularly delete data stored on our website that is no longer required to process enquiries, applications or orders.

## Web Log Files

Like nearly all web sites today, extraspaces.co.uk may use log files that record information such as Internet protocol (IP) addresses, browser type, Internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and page navigation. This information is to simply track web site visitor movement in the aggregate, and to gather broad demographic information for aggregate use. Gathering this information is to learn how our customers and visitors are using our service to improve our service. IP addresses that are recorded by our log files are not linked to personally identifiable information.

## Protecting personal information

We take every precaution to protect your information. When you submit information via our web site or directly by email or over the phone, your information is protected both online and off-line.

We will not sell, distribute or lease your personal information to third parties unless we gain your express permission or are required by law to do so.

You can request details of any information which we hold about you under the Data Protection Act 1998. We may charge a small administration fee for this service.

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible and we will promptly correct any information found to be incorrect.

### **Newsletters**

We may send Newsletters or Service Updates to visitors and customers. You may choose to unsubscribe at any time and unsubscribe information will be located at the bottom of each Newsletter.

### **Complying with the judicial or legal system**

Although we makes every effort to preserve privacy, we may need to disclose personal information when required by law wherein we have a good faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on our organisation. This is governed by the Laws of England and Wales.

### **Changes to our Privacy Policy**

Should we find it necessary or appropriate to change our privacy policy, we will post those changes to the online Privacy Policy page and associated links so that visitors are aware of what information we collect, how we use it, and under what circumstances. Should we wish to use personally identifiable information in a manner different from that stated at the time of collection we will notify users accordingly.

### **About Cookies**

A “cookie” is a small text file that’s stored on your computer, tablet or phone when you visit a website. Some cookies are deleted when you close down your browser. These are known as session cookies. Others remain on your device until they expire or you delete them from your cache. These are known as persistent cookies and enable us to remember things about you as a returning visitor. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org). Alternatively, you can search the internet for other independent information on cookies.

### **Use of cookies**

Some features that are designed to give you a better online experience only work if we use cookies. We assume that by continuing to browse our site you are happy for us to use cookies.

### **Links to other websites**

Our website may contain links to other websites related to the products we sell. We do not have any control over the content or actions of any other websites. 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 our privacy statement. Please read the privacy policy applicable to the website in question.

Should you wish to contact us about our policy call us or use the contact form on the web site [Contact us](#).