

PRIVACY & DATA PROTECTION POLICY FOR DTP SUPPLIES

At DTP Supplies we are dedicated to protecting your data. This policy provides an explanation as to what happens to any personal data that we collect or that you provide us with.

We do update this policy from time to time so please do review it regularly. For the purposes of the General Data Protection Regulations (GDPR) our Data Protection Officer is Jonathan Preston. Details of how to contact him are at the bottom of this document.

Information We Collect

In operating our business we may collect and process the following data.

- I. Company name, address details, contact names of personnel and their telephone numbers and email addresses.
- II. Other information that you provide when filling in forms on our websites or communicating with us verbally or electronically.

This data may be collected verbally and recorded in writing, from correspondence by post or fax or electronically through our websites or email.

Use of Cookies

We gather information about your computer in order to analyse the performance of our websites. Such information does not identify you personally. It is statistical data about our visitors and their use of our site. We use Google Analytics software to collect information about how you use our websites. We do this to help make sure the site is meeting the needs of its users and to help us make improvements, for example improving site search.

Google Analytics stores information about:

- I. the pages you visit on www.dtpsupplies.com and shop.dtpsupplies.com.
- II. how long you spend on each page
- III. how you got to the site
- IV. what you click on while you're visiting the site

We don't collect or store your personal information (for example your name or address) so this information can't be used to identify who you are. We don't allow Google to use or share our analytics data.

Use of Your Information

The information we collect and store about you is primarily used to enable us to provide our services to you. This will also include passing your details including name, address, telephone number and

email addresses to carriers or freight forwarders. This information is used only to ensure delivery is made and that you are notified of progress.

Occasionally we may contact you with information we believe may be of interest to you. This may include new products, services or general information about our company. We will not contact for these purposes without your consent. We will ask for your consent verbally or electronically before contacting you. A record of consent will be kept for future reference.

We will not pass your data onto third parties other than for the purpose of fulfilling our services to you.

Storing Your Personal Data

We may transfer data that we collect from you to locations outside of the European Economic Area for storage. This is strictly for the purposes of backing up data and will not be used by any third parties to contact you. Only companies with secure servers are used.

Data held in non-electronic formats is held on our site in a secure location. Data held in this way that is no longer required is destroyed using reputable and secure services.

The transmission of information via the internet is not completely secure and we cannot guarantee the security of data sent to us electronically and transmission of such data is entirely at your own risk. Where we have given you a password so that you can access certain parts of our web site you are responsible for keeping this password confidential.

Third Party Links

There are links to third parties from our website. These websites should have their own policies. We do not accept responsibility or liability whatsoever as we do not have control over them.

Consent

We will ask for your consent before contacting you for reasons other than fulfilling our services to you. Consent for other reasons is not a pre-condition for providing our services. If you refuse consent, there will be no detriment to you and the normal services we provide. You can withdraw consent at any time without detriment to the normal services we provide.

You can ask for the information that we hold for you at any time and we will fulfil our obligations in full compliance with the GDPR. Likewise, you have the right to have any data we hold on you erased or transferred. There are no charges for this and any changes will be acted on immediately.

All records of consent, when and how given, are held securely and updated as required.

How to Contact Us

We welcome any queries, comments or requests you may have regarding our policy. Please contact our Data Protection Officer using the details below.

Jonathan Preston
DTP Supplies
Pennine Business Park
Pilsworth Road
Heywood, OL10 2TL, UK

Telephone: +44 1706 368534
Email: jon@dtpsupplies.com