

## **PRIVACY POLICY AND COOKIE NOTICE MASTERGLASS WINDSCREENS LIMITED & IT'S ASSOCIATED COMPANIES AND OR TRADING STYLES AS DETAILED WITHIN**

Masterglass Windscreens Limited and its associated companies is committed to respecting the privacy of our customers and of visitors to this website. This policy sets out who we are, the kind of information we may collect and hold, and how it is used. It also explains how you can contact us if you have any queries or concerns about your company or personal information

### **Who we are**

This website is run by Autoglazing Windscreens Limited and is responsible for any information collected from you via this website. Our group companies may also have access to your information in order to manage that information and to provide you with information and services requested by you. We are responsible for ensuring compliance with this privacy policy

### **What kind of information do we hold and what do we do with it**

We only collect information about you, or your company, from you. If you choose to register on the site, we will ask you for information, such as name, email and postal address, telephone number and general information about your company. Information is gathered to establish the creditworthiness of your company with the objective of Autoglazing Windscreens Limited extending a credit account and commercial arrangement to supply products or services. We may ask for views on our products and services in selective questionnaires. Your company or personal information will be used to manage the site, send administrative emails (for example, forgotten passwords), provide any goods or services you have asked for and to deal with your customer service requests. We may analyse your information for research – to improve the quality of the site and our goods and services, for example. We may also send you marketing information about our products and services, but only as permitted by law or as requested by you. Please note that you can change your options for receiving communications from us at anytime by contacting us directly. Please note. We may also be required to disclose your personal information by law enforcement agencies

### **Linked sites**

Occasionally our sites may contain links to other sites that are not managed by us. We always try to make sure that these links are clear to you when you leave our sites. We do not accept responsibility for any information, which is collected by cookies on third party sites or the information you may choose to divulge to sites, which are not run by us

### **Cookies**

Cookies are small text files, which a website transfers to your computer to record your on-line activity. Our cookies are only used to store temporary session data; any information in the cookie is not stored once you have left the site. If you do not wish to allow cookies, by referring to your browser manufacturer's instructions, you can disable them

### **Security**

We seek to take all reasonable security measures to safeguard against the loss, destruction, use, modification or disclosure of, or unauthorised access to, any information you have given us.

### **Accessing your information**

You are legally entitled to know what information an organisation holds about you, or your company, and how that information is processed. If you would like to know what information we currently hold about you, please contact us in writing at Masterglass Windscreens, Autoglazing Unit 2, 31 St Margarets Way, Huntingdon, Cambridgeshire, PE29 6EB. Please note a fee may be charged to cover our administration costs.