

## **PRIVACY STATEMENT**

Your privacy is important to A.F. Suter & Co. Ltd. This privacy statement provides information about the personal information that A.F. Suter & Co. Ltd collects, and the ways in which A.F. Suter & Co. Ltd uses that personal information.

### **Personal Information Collection**

A.F. Suter & Co. Ltd may collect and use the following kinds of personal information:

- Information about your use of this website (including cookies);
- Information that you provide using for the purpose of registering with the website (including name, company name, job description, invoice and delivery addresses and telephone contact details);
- Information about transactions carried out over this website (including free quotations);
- Information that you provide for the purpose of subscribing to the website services (including free quotations); and
- any other information that you send to A.F. Suter & Co. Ltd.

### **Using Personal Information**

A.F. Suter & Co. Ltd may use your personal information to:

- Administer this website;
- Personalise the website for you;
- Enable your access to and use of the website services;
- Publish information about you on the website;
- Send to you products that you purchase;
- Supply to you services that you purchase;
- Send to you statements and invoices;
- Collect payments from you; and
- Send you marketing communications.

Where A.F. Suter & Co. Ltd discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, A.F. Suter & Co. Ltd may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

### **Securing Your Data**

A.F. Suter & Co. Ltd will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. A.F. Suter & Co. Ltd will store all the personal information you provide on its secure servers. Excluding free quotations, information relating to electronic transactions entered into via this website will be protected by encryption technology.

### **Cross-Border Data Transfers**

Information that A.F. Suter & Co. Ltd collects may be stored and processed in and transferred between any of the countries in which A.F. Suter & Co. Ltd operates to enable the use of the information in accordance with this privacy policy. In addition, personal information that you submit for publication on the website, including feedback on news items, will be published on the internet and may be available around the world. You agree to such cross-border transfers of personal information.

### **Updating This Statement**

A.F. Suter & Co. Ltd may update this privacy policy by posting a new version on this website. You should check this page occasionally to ensure you are familiar with any changes.

### **Other websites**

This website contains links to other websites. A.F. Suter & Co. Ltd is not responsible for the privacy policies or practices of any third party.

### **Contact A.F. Suter & Co. Ltd**

If you have any questions about this privacy policy or A.F. Suter & Co. Ltd's treatment of your personal information, please write:

- by email to [afsuter@afsuter.com](mailto:afsuter@afsuter.com); or
- by post to Compass House, Eastways Industrial Estate, Witham, Essex, CM8 3YQ, United Kingdom.

**Credit**

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