



## **Fire Technology International Ltd Privacy Policy**

This privacy policy sets out how Fire Technology International Ltd uses and protects any information that you give.

Fire Technology International Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Fire Technology International Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 10/05/2018.

### **What we collect?**

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer surveys and/or offers

### **Where do we store the data?**

- Emails
- Documents
- Databases
- Backups
- Email lists

### **How do we protect and document the data we have?**

- Passwords
- Limited Access
- Databases
- Secure filing/storage

### **How long do we plan to keep the data for?**

- 7 years



### **What we do with the information we gather?**

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

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.

### **Security**

We are committed to ensuring that your information 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.

### **Links to other websites**

Our website may contain links to other websites of interest for example our social media pages, our third party accreditation & safety accreditations. 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 information**

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [info@fire-tech.co.uk](mailto:info@fire-tech.co.uk).
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.



You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR) which will replace the Data Protection Act 1998 on 25th May 2018.

If you would like a copy of the information held on you please write to Fire Technology International Ltd, Hartsdown House, Hartsdown Park, Hartsdown Road, Margate, Kent, CT9 5QX.

[info@fire-tech.co.uk](mailto:info@fire-tech.co.uk)

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



## Consent

Here at Fire Technology International Ltd we take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details regarding the other products & services we provide.

We will never share your information with any third parties; the only exceptions being to our partners for the purposes of invoicing, billing, & certification etc. if relevant. Those partners in turn will also hold your data securely and will not pass your data on. We will never sell any of your data to anyone.

If you consent to us using your details & passing on your details for that purpose please tick to confirm:

**I agree**

**I disagree**

Communication: (please tick)

**Post**

**Email**

**Telephone**