

## **Privacy Policy**

### **What information do we collect about you?**

We will collect information about you when you open an account, register with this website, place an order for products or services, request further information from us or if you wish to contact your local branch. The type of information we may collect includes your name, postal address, job title, email address and telephone number so that we can contact you accordingly.

When you enter a competition or promotional feature, we may ask for your name, postal address, email address and telephone number so we can administer the competition and notify winners.

We may also obtain information about your usage of this website using Cookies.

### **Disclosing your data**

We do not sell, trade or otherwise transfer to outside parties your Personally Identifiable Information. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or serving our users, so long as those parties agree to keep this information confidential. We may also release information when its release is appropriate to comply with the law, enforce our site policies, or protect ours or others' rights, properly or safety.

### **Third-party links**

Links to external websites are provided solely for visitor's convenience. Links to other sites are done so at your own risk and West Building Supplies accepts no responsibility for any linked sites or their content. When you access an external website, keep in mind that West Building Supplies has no control over its content.

### **How is your information protected?**

We take protection of your information seriously and have appropriate physical and technological security measures in place to keep it safe. Internally, we restrict access to personal information. Only employees who need the information in order to do their jobs have access to it. We never transfer your data outside of the UK.

We will not retain personal data any longer than is needed. Should we no longer need to contact you or the data becomes obsolete/irrelevant we will delete you from our records.

### **Cookies**

Like many other websites, our websites use cookies (including Google Analytics cookies to obtain an overall view of visitor habits and visitor volumes to our Website). 'Cookies' are

small pieces of information sent to your device and stored on its hard drive to allow our site to recognise you when you visit.

### **Changes to the privacy policy**

We keep our Privacy Policy under regular review and if we change our Privacy Policy we will post those changes on this page so that you are always aware of what information we collect and how we use it.

The policy was last updated July 2018.