

# **Privacy Policy**

Total Connections 2009 Ltd will only use the information that we collect lawfully (in accordance with the Data Protection Act 1998 and the GDPR).

We collect information about customers and suppliers for 2 reasons:

- To process orders or provide purchase orders.
- To provide the best service possible.

The type of information we will collect about customers when they place an order includes:

- Name/Company Name
- Address (Delivery and Billing)
- Phone number
- Email address

We will not email any company or individual in the future unless they have given us specific consent to do so. Anyone is able to refuse any marketing email from us in the future.

If registered with us as a customer/supplier, personal information is stored on our internal systems and our website simply verifies the contact as a customer/supplier of Total Connections 2009 Ltd. We will never collect sensitive information about customers/suppliers without their explicit consent.

Personal information will be held securely in accordance with our internal security policy and the law. We will not transfer information outside the United Kingdom. We may use technology to track the patterns of behaviour of visitors to our site.

If you have any questions/comments about privacy, please visit our Contact Us page.

We use the information provided for the following purposes:

- To send updates regarding the status of an enquiry or order.
- WITH CONSENT, send newsletters and details of offers and promotions that may be of interest.
- To improve the design and content of the totalconnections2009.co.uk website.
- To perform other general marketing and promotional activities focused on our products and services.

When an order is placed with us we need to know the name, email address, delivery and billing address of the customer. This allows us to process orders and notify customers of its status.

We may also ask for a telephone number. This enables us to contact if there is an issue with the order.

When taking payment, we will also ask for a credit or debit card number and the card's expiry date. This is used purely to fulfil the financial transaction.

WE DO NOT STORE YOUR CARD DETAILS ON OUR INTERNAL SYSTEMS.

### **Consent**

By submitting information to Total Connections 2009 Ltd, the customer consents to the collection and use of this information by Total Connections 2009 Ltd. If we decide to change our privacy policy, we will post those changes on the website so that all stakeholders are aware of what information we collect, how we use it and under what circumstances we disclose it.

## **Data Security**

We have designed our site to protect the information we collect online from unauthorised access. We safeguard private information by implementing the appropriate physical, electronic and managerial procedure necessary to protect privacy. We are committed to protecting privacy and have security measures in place to prevent unauthorised access to and disclosure of personal information.

### **Improving Our Service**

Total Connections 2009 Ltd does not sell, trade or rent personal information to others.

We do not disclose the identifying information of individual customers with advertisers. We also do not use or share the personally identifiable information submitted to us by any other means without providing our customers with the choice to opt-out or otherwise bar such unrelated uses.

## **Cookies**

Cookies are pieces of information left in the settings of a web browser to identify a computer to a website when the user returns. Whenever a website welcomes the user and tailors data to the user's specifications, it is reading a cookie left in the browser and identifying information the user may have registered during previous visits, such as viewing preferences.

Total Connections 2009 Ltd currently does not use cookies for this purpose. This may change in the future, at which point the relevant privacy statements on this page will be updated.

## **International Privacy**

The above privacy statement may not be applicable in all countries of visitors to our site. Security policies may vary according to the individual Internet laws in each host country.