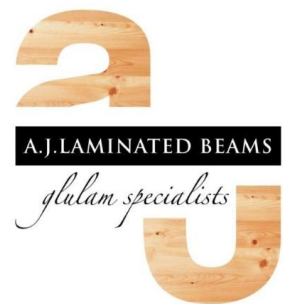




AJ Joinery Ltd / A J Laminated Beams
Red Fox Barn, Cross Green, Cockfield, IP30 0LG
Tel No: 01284 828184 Fax No: 01284 828306
Email: info@ajjoinery.co.uk / info@ajlaminatedbeams.co.uk
VAT Reg No. 750 8947 01



Privacy Policy

Introduction

AJ Joinery & AJ Laminated Beams are committed to protecting the privacy of all personal information obtained from you during your visits to our website and by phone or email. Our aim is to safeguard the security and privacy of all users, whilst providing personalised services which keeps our members up to date with news and information which is of interest and relevance to their individual preferences.

This policy explains our information practices and the choices you can make about the way in which we collect and use your information.

Use of personal data

The information you give us by filling forms or making an enquiry on our website, in person, phone or email may include your name, address, email, contact number, financial and credit card information, personal description and a third party information where for example a delivery is elsewhere. Some parts of AJ Joinery Ltd & AJ Laminated Beams websites are available to all users, other areas are only accessible to us or scheme members who log in to the site. We process your personal data only for specific and limited purposes, and we ask only for that data which is adequate, relevant and not excessive for those purposes.

Third Parties

We will only share and combine your data, so we can provide the services you have requested. These third parties may include sub-contractors, payment and delivery services and credit reference agencies. We may also disclose your person information in order to comply with any legal obligation or in order to enforce or apply our Terms of Business and any other Agreements or to protect the rights, property or safety of staff, our customers or others.

How we store your personal data

Your personal information will be stored in a secure environment and employ appropriate technical security measures to protect your personal information and ensure that it is not accessed by unauthorised persons. Your information will be kept for as long as required to provide you with the service requested, or for 7yrs unless otherwise directed.

Your rights under the General Data Protection Regulations (GDPR)

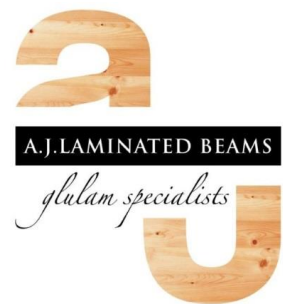
You have the right to be informed about any of your personal information we hold and check this information is accurate. You are entitled to ask for your details to be deleted, altered, information to be erased or restricted. You have the right to lodge a complaint to the ICO (Information Commissions Office) without affecting your statutory rights.

Opt-out

Anyone who does not wish to receive electronic information from AJ Joinery Ltd or AJ Laminated Beams and want to be removed from our email contacts list can do so by email, phone or letter.



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Security and transfers

We do not send any personal information outside of the EU, however, due to the universal nature of the internet setup, the information you provide may be transferred in transit to countries which do not have similar protections in place regarding your data and its use as set out in this policy. Therefore by browsing our websites and submitting your information, you consent to these transfers.

Links to other websites

Our privacy policy does not apply to third party websites that may be accessible through links from AJ Joinery Ltd or AJ Laminated Beams websites. These hyperlinks are provided for your reference and convenience only and do not imply validation of their activities or products unless otherwise stated. We encourage you to read the privacy policies of those third parties to learn how they collect and use information about you before using the site or providing any personal data about yourself.

Notification of changes to this policy

Any changes to this privacy policy will be posted on our website so that you will always know what information we are collecting online, how we use it and what choices you have.