

# Barton Fabrications Ltd - Privacy Policy

Version 1.0 27/7/18

Barton Fabrications Ltd. ("We") are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Mark Barton Barton Fabrications Ltd., Harbour Road Trading Estate, Portishead, Bristol BS20 7BL.

## Information we may collect from you

We may collect and process the following data about you:

- **Information you give us.** This may arise from corresponding with us by phone, e-mail in person or otherwise. The information you give us may include your name, job title and role, address, e-mail address, phone number or other data about your interests and activities relevant to your job roles.
- **Information we receive from other sources.** We may receive information about you from other sources. If we do we will inform you of the information we hold on you.

## Uses made of the information

We use information collected by ourselves or from other sources held about you in the following ways:

Information you give to us. We will use this information:

- to communicate with you
- in the provision of silo design, installation, maintenance or other fabrication services to you or your organisation
- in promotion of Barton Fabrications Ltd and your organisation. We will seek consent from you each time and before your name or image is used in such marketing materials

## Disclosure of your information

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of Barton Fabrications Ltd. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## Where we store your personal data

The data that we collect from you will be stored at a within the European Economic Area ("EEA") and will not be transferred outside the EEA unless we have your explicit consent to such transfer and storage. In any event, your data will only ever be transferred to organisations where an approved code of practice in relation to data protection is adopted. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately the transmission of information via the internet can never be completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## Your rights

If, at any time, you want to verify, update, amend or delete your personal data write to Mark Barton, Barton Fabrications Ltd., Harbour Road Trading Estate, Portishead, Bristol BS20 7BL. Verification, updating or amendment of personal data will take place within 28 days of your request.

## Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

## Changes to our Privacy Policy

Any changes we may make to our privacy policy in the future will, where appropriate, be notified to you by e-mail.

## Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to Mark Barton Barton Fabrications Ltd., Harbour Road Trading Estate, Portishead, Bristol BS20 7BL.