

## **Privacy Policy**

Astra Door Controls Ltd are committed to ensuring that your privacy is protected. This policy explains how we use the information we collect about you and the procedures that we have in place to safeguard your privacy.

### **The information we collect and how we use it**

When you register and use this site you will be asked to provide certain information such as your contact details. We will store this data and hold it on computers or otherwise. We will use this data to fulfil our agreement with you. We may use information that you provide or that is obtained by us to register you with our Web site and to administer our Web site services.

We may also use the information you provide for analysis (e.g. market, customer and product analysis) to enable us to review, develop and improve the services which we offer and to enable us to provide you and other customers with relevant information through our marketing programme. We may use your information to make decisions about you using computerised technology, for example automatically selecting products or services which we think will interest you from the information we have. We may keep you informed of such products and services (including special offers, discounts, offers, competitions, etc.) by e-mail, telephone or post.

In order to protect our customers and us from fraud and theft, we may pass on information that we obtain from making identity checks and other information in our customer records, including how you conduct your account to other retailers and to financial and other organisations (including law enforcement agencies) involved in fraud prevention and detection, to use in the same way.

We may give information about you to employees and agents of Astra Door Controls Ltd to administer any accounts, products and services provided to you by Astra Door Controls Ltd now or in the future, who may use it for the same purposes as set out above.

### **Cookies**

Our site uses cookies to keep track of your visits to our Web site. A cookie is a small file that can be stored by your browser on your computer's hard drive. We may use these to do a number of things. We use cookies to deliver contents specific to your interest and to save your password so that you don't have to re-enter it every time you visit our site. Cookies help us to recognise when you next visit our Web site and note the advertisements displayed to you. This allows us to tailor the service we provide to your preferences. You can usually change your browser so that it will not accept cookies.

## **Security**

We endeavour to take all reasonable steps to prevent any misuse of your personal information. However, we cannot guarantee the security of any data disclosed by you online. You accept the inherent security risks of providing information and dealing on line over the Internet and will not hold us responsible for any breach of security unless this is due to our negligence or wilful default.

## **General**

You have the right to see personal data (as defined in the Data Protection Act) that we keep about you, upon receipt of a written request and payment of a fee. If you are concerned that any of the information we hold on you is incorrect please contact us (see details below).

Please be aware that our site may link to other Web sites which may be accessed through our site. We are not responsible for the data policies or procedures or the content of these linked Web sites.

If you would like to be removed from our mailing list, please send an email to [info@astradoorcontrols.com](mailto:info@astradoorcontrols.com) with the word 'remove' in the subject line and the email address that you wish to be removed within the email. Please note that it may take up to 28 days to action your request. In addition, each electronic mailing we send you will contain details of how you can un-subscribe.

## **Contact Details**

If you have any comments or queries in connection with our privacy policy please e-mail [info@astradoorcontrols.com](mailto:info@astradoorcontrols.com)