

## **Privacy Policy**

At Wayland Additive we strive to protect your privacy and rights. We have set forth this statement to explain the information we collect from you, how we use that information, and your legal rights regarding that information.

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the GDPR).

Please read the policy carefully to understand our views and practices regarding your personal data and how we will treat it.

### **Information we may collect from you**

We may collect and process the following data about you:

Information that you provide by completing our 'contact us' forms on our site. This includes information provided at the time of requesting information or ordering our goods or services. We may also ask you for information when you provide feedback to us about our site.

If you contact us, we may keep a record of that correspondence.

Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data and the resources that you access.

### **What information do we collect and how do we use it?**

When you choose to contact us through a contact form/web forms, we may collect your name, email address, and telephone number. This information is used to contact you if we need to respond to your question. We may use your personal information in the prevention and detection of fraud. We also reserve the right to use your data to alert you via personal or electronic communication to news about our technology or business that we feel may be of legitimate interest to you from our understanding of your interaction with our website.

### **Security of your personal data**

Where we give you (or when you have chosen) a password which enables you to access certain restricted parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Any personal information transmitted over the internet via our website is secured using SSL encrypted. However, 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.

### **How we use your personal data**

We may use information held about you in the following ways;

- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- To provide you with information, products or services that you request from us or which we feel may interest you.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service to you.

### **Disclosure of your personal data**

We will not share your information with any other organisation unless you have given us your expressed written consent to do so.

### **Who has access to my information?**

The information you provide is controlled by Wayland Additive, Unit 7 Park Valley Court, Meltham Road, Huddersfield, HD4 7BH, United Kingdom ("Data Controller").

### **How do we protect your information?**

We take all reasonable steps to ensure your personal information is stored safely on our servers. Only employees of the Data Controller who handle the technical management of our website can access your information. In accordance with UK Data Protection legislation we follow strict security procedures in the storage and disclosure of information you provide to prevent unauthorised access. Our procedures mean we may occasionally request proof of identity before disclosing information to you. We cannot however guarantee the security of any data you disclose to us online.

### **Do we disclose your information to third parties?**

We do not sell, trade or rent your personal information to third parties. If we choose to do so in the future, you will be notified by email of our intentions, and have the right to be removed prior to the disclosure.

### **Your consent and rights**

By using our website you consent to the collection and use of this information by Wayland Additive. Changes to this privacy policy will be posted to this page so that you are kept informed of the information we collect, how we use it, and under what circumstances we disclose it. Please note the information you provide will not be transferred out of the UK. Under UK Data Protection legislation you have a right to see the personal information that we keep about you, upon receipt of written request (by post or email) to the address above.

## **Cookies**

Cookies are small text files placed on your device when you visit a website or application. Your web browser then sends these cookies back to the website on each subsequent visit so that they can remember things like preferences.

Cookies are very useful and do lots of different jobs. For example, they enable you to move between our web pages efficiently, they remember your preferences when you visit us again and generally improve your experience when browsing with us. They can also help to ensure that adverts you see online are more relevant to you and your interests. Cookies last for different lengths of time depending on the job they do.

You may delete any cookies already on your computer. You may also disable the cookies we use but doing so may mean you are unable to access all the facilities our site offers. Please refer to your browser's help files for appropriate instructions.

## **Changes to our Privacy Policy**

Any changes we may make to our privacy policy in the future will be posted on this page.

We welcome comments on our privacy policy. Please email your questions and comments to [enquiries@waylandadditive.com](mailto:enquiries@waylandadditive.com) or call us on +44 (0) 1484 248814. Alternatively you can write to us at Wayland Additive, Unit 7 Park Valley Court, Meltham Road, Huddersfield, HD4 7BH, United Kingdom.