

J & A Kay Limited (“the Company”)

PRIVACY POLICY

The Company and our data controller are committed to ensuring that your privacy is protected. This privacy policy explains how we use the information we collect about you, how you can instruct us if you prefer to limit the use of that information and procedures that we have in place to safeguard your privacy.

1 The information we collect and how we use it

- 1.1 When you register for our service through our website we need to know your name, postal address, e-mail address, telephone number.
- 1.2 We gather this information to allow us to process your registration and issue occasional notices of special offers or newsletters etc. The relevant information is then used by us, our agents to communicate with you on any matter relating to the provision of our service in general.
- 1.3 We may also use aggregate information and statistics for the purposes of monitoring website usage in order to help us develop the website and our services and may provide such aggregate information to third parties. These statistics will not include information that can be used to identify any individuals.
- 1.4 From time to time we may provide your information to our customer service agencies for research and analysis purposes so that we can monitor and improve the services we provide. We or our agents and sub-contractors may contact you by post, e-mail or telephone to ask you for your feedback and comments on our services.
- 1.5 We may also wish to provide you with information about special features of our website or any other service or products we think may be of interest to you. If you would rather not receive this information please send an email message to this effect to; info@jakay.co.uk
- 1.6 We may also want to provide you with related information from third parties we think may be of interest to you. If you would rather not receive this information please send an e-mail to this effect to; info@jakay.co.uk

2 Our use of cookies and other information gathering technologies

1.1 When you visit the website we may store some information (commonly known as a “cookie”) on your computer. Cookies are pieces of information that a website transfers to your hard drive to store and sometimes track information about you. Cookies are specific to the server that created them and cannot be accessed by other servers, which means that they cannot be used to track your movements around the web. Passwords are not stored in cookies. A cookie helps you get the best out of the Site and helps us to provide you with a more customised service. We use cookies for the following purposes:

- 1.1.1 so that you will not have to re-enter your details each time you visit the website;
- 1.1.2 to track how our site is used and to improve and update our content.

1.2 You can block or erase cookies from your computer if you want to (your browser’s help screen or manual should tell you how to do this) but certain parts of the website are reliant on the use of cookies to operate correctly and may not work correctly if you set your browser not to accept cookies.

3 How we protect your information

- 3.1 The internet is not a secure medium. However we have put in place various security procedures as set out in this policy.

- 3.2** We have in place security measures to protect the personal data processed. These include a corporate firewall, with content filtering software, also network anti-virus and anti-spam software solutions at desktop, server and Microsoft Exchange levels. We also have limited individual access controlled by passwords. Routine backups ensure that in the event of a system failure information can be readily reinstated.
- 3.3** We also keep your information confidential. The internal procedures of the Company covers the storage, access and disclosure of your information.

4 Sale of business

If this business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business

5 Updating your details

If any of the information that you have provided to us changes, for example if you change your e-mail address, name or if you wish to cancel your registration, please let us know the correct details by sending an e-mail to; info@jakay.co.uk or by sending a letter to; J & A Kay Ltd, Cotton Hall, Darwen, Lancashire, BB3 0DP.

6 Your consent

- 6.1** By submitting your information you consent to the use of that information as set out in this policy. If we change our privacy policy we will post the changes on this page, and may place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times. We will also e-mail you should we make any changes so that you may consent to our use of your information in that way. Continued use of the service will signify that you agree to any such changes.
- 6.2** Owing to the global nature of the Internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area that do not have similar protections in place regarding your data and its use as set out in this policy. However, we have taken the steps outlined above to try to improve the security of your information. By submitting your information you consent to these transfers.

7 How to contact us

We welcome your views about our website and our privacy policy. If you would like to contact us with any queries or comments, please send an e-mail to; info@jakay.co.uk.