



## **PRIVACY POLICY**

### **YOUR PERSONAL INFORMATION**

We collect your name, address, telephone number(s) and email address to fulfil a contract to provide you with goods and services. We retain the data for the purposes of administering your account and providing follow up services.

### **DELIVERIES**

We may share your data with our logistics provider in order to arrange deliveries.

### **PAYMENTS**

If you settle your account by payment card, the transaction is processed securely by use of a card terminal. We hold a record of the payment securely and do not retain the card's security number.

### **AFTER SALES SERVICE**

If it is necessary for a service technician to visit you, we will, with your consent, pass your contact details to the relevant organisation.

### **SHARING YOUR DATA**

We will not share your data with any other 3<sup>rd</sup> party unless it is required by law, court order or regulatory requirement. In the event of this company being taken over by another organisation, your personal details may be transferred to the new owner.

### **YOUR RIGHTS**

You have the right to access the information held about you by us and, if necessary, have it amended if it is inaccurate or out of date. We may need to ask for proof of your identity before we can respond to your request. You have the right to request that your personal information is deleted.

If you have a question about your personal information, please contact the Managing Director at the address below.

This policy was updated on 24<sup>th</sup> May 2018

Peter Adams (Watford) Ltd  
Retail, Export & Contract Furnishers  
208 Station Road, Edgware, Middlesex, United Kingdom, HA8 7AR  
Telephone: 020 8958 3155 Fax: 020 8958 6399  
Email: [info@peteradams.co.uk](mailto:info@peteradams.co.uk) Web: [www.peteradams.co.uk](http://www.peteradams.co.uk)  
Company registration number: 01360794 VAT number: GB228 7179 38