

## **Privacy Policy**

This privacy policy sets out how AACP Limited uses and protects any information that you give AACP Limited when you use this website.

AACP Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

AACP Limited may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25 August 2009.

### **What we collect**

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests
- other information relevant to customer surveys and/or offers

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information that we think you may find interesting using the email address that you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### **Cookies**

We do not use cookies.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

Use of your personal information is subject to the following controls:

- We will only use the information you have given us for marketing purposes if you have specifically indicated that we may do so.
- If you have previously agreed to us using your personal information for marketing purposes, you may change your mind at any time by writing to or emailing us at [sec@aacp.uk.com](mailto:sec@aacp.uk.com).
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.
- You may request details of personal information that we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held on you please write to the CEO, AACP Limited, Southgate House, Southgate Park, Bakewell Road, Orton Southgate, Peterborough, PE2 6YS.
- If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.