

# **Privacy Policy**

#### Overview

This privacy policy sets out how Rib Audio Visual uses and protects any information that is received when you visit this website.

Rib Audio Visual is committed to ensuring that your privacy is protected. Any information provided during your visit to the website will only be used within accordance with this privacy policy.

To ensure our privacy policy is current to laws we may make changes from time to time. If you wish to stay up to date with any changes you should check this page periodically.

#### **What We Collect**

We may collect personal data only if it is directly provided to us by you, the user. Below is the information we may obtain:

- Name and job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to customer enquires, surveys, newsletters and/or offers

## What We Do With The Collected Information

We require your information to ensure we understand your needs, to provide the best service and also 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 offers, products and services which we feel you may find of interest via the email address you provided.
- We may use the information to amend the website according to your interests.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law.

Your personal details will only be kept for as long as we feel necessary to provide our service and in line with legal and regulatory requirements such as accounting records for HMRC.

Redundant information will be disposed of in a secure manner.

You may request to view any personal information which we hold about you under then Data Protection Act 1998. Personal information can be requested via <a href="mailto:info@ribav.co.uk">info@ribav.co.uk</a>

### Security

We take the security of your information very seriously. To prevent any unauthorised access or disclosure we have put suitable physical, electronic and managerial procedures in place. This is to safeguard and secure your information that we collect.

#### **Cookies and How We Use Them**

A cookie is a small file that is placed on your computer's hard drive once received permission to do so. Cookies help analyse web traffic or lets you know when you visited a particular website.

Cookies allow us to provide you with a better website, by enabling us to monitor what pages receive the most traffic.

A cookie in no way gives us access to your computer or any information about you, other than the data you intentionally share with us.

Accepting cookies is optional. Most web browsers automatically accept cookies, but this can be amended within browser settings.

Restricting cookies may mean you are unable to take full advantage of the website.

# **Links To Other Sites**

There may be links within our website that enable you to visit other websites of interest. Once you have used the link and leave our site it should be noted that we do not have any control over the other website. We do not hold any responsibility for your protection and privacy when visiting such sites.

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