# General Welding Supplies (NW) Ltd Privacy Policy

**Privacy Policy** 

General Welding Supplies (NW) Ltd is aware that you may wish to be informed about how your personally identifying data and information, such as name, address, telephone/fax numbers or e-mail address etc ("Data") that you may provide to General Welding Supplies (NW) Ltd are treated. Accordingly, we have developed this Privacy Policy ("Policy") to explain our use of your Data as well as all our reasonable precautions to keep your Data confidential and secure. By ordering our products and using our services, you are consenting to the Data collection and use practices described in this Policy, as modified from time to time by us. We reserve the right to modify our Policy and invite you to consult this Policy from time to time in order to familiarise yourself with any changes. We will post any new Policy on our websites, changing the date in the last paragraph of such Policy.

The terms of this Policy are without prejudice to any contractual terms you may enter into with us, which shall prevail over the terms of this Policy.

#### 1. Pledge on Privacy

General Welding Supplies (NW) Ltd does not collect and process Data except when voluntarily provided by you. We ensure compliance by our staff with strict standards of security and confidentiality and in processing your Data we pledge to fully comply with internationally recognised standards of privacy protection.

# 2. Intended Use of Data

General Welding Supplies (NW) Ltd collects and processes Data only for specific and limited purposes which we inform you about when you wish to use certain services. For example, we may collect and use Data to provide you with our products or services, to bill you for products or services you request, to verify your credit, to market products and services we believe might be of interest to you, to process your job application, to receive news releases, or to communicate with you. In addition, we may use your Data to evaluate the effectiveness of and improve our services to our visitors and customers, for our own internal statistics to evaluate customer interests as well as purchasing and other trends among customers and to better determine product development and marketing strategies.

By submitting your Data, you expressly consent to such use. General Welding Supplies (NW) Ltd keeps your Data only for as long as is reasonably needed for such purposes and in accordance with any applicable legal or ethical reporting or document retention requirements. Most of our services do not require any form of registration, thereby allowing you to visit our website. However, some services may require registration. When you register with us, you may need to complete certain fields (some are required, some are optional) as well as to choose a user name and password. In these situations, if you choose to withhold any Data requested by us, it may not be possible for you to gain access to certain parts of our websites and for us to respond to your queries.

# 3. Non Disclosure of Information

General Welding Supplies (NW) Ltd shall never sell, rent, share or otherwise distribute or make available your Data to third parties outside of the General Welding Supplies (NW) Ltd except when required to do so for legal or regulatory purposes. However, Data may occasionally be transferred to third parties, who act for or on behalf of General Welding Supplies (NW) Ltd , for further processing in accordance with the purposes for which your Data were originally collected. When disclosure of Data to third parties is likely or necessary for whatever reason, General Welding Supplies (NW) Ltd shall ensure that such third parties provide the same level of protection.

# 4. Right of Access

You have the right to access and update your Data or to require their deletion. We endeavour to ensure that your Data are up to date, accurate and complete. If you wish to access, correct or delete your Data held by us, please contact General Welding Supplies (NW) Ltd.

# 5. Security / Confidentiality

We endeavour to take all reasonable steps in order not to allow your Data to be seen by third parties other than those who act for or on behalf of General Welding Supplies (NW) Ltd and have agreed to keep your Data confidential and secure. Access to Data is restricted to those of our employees on a need to know basis and who have been trained to observe strict standards of confidentiality in handling your Data.

To ensure the security and confidentiality of Data that General Welding Supplies (NW) Ltd collects online, we use data networks protected, inter alia, by industry standard firewalls and password protection. Although we have tried to create secure, reliable and trustworthy websites for our visitors, please be aware that the Internet is generally not regarded as a completely secure environment, and that therefore the confidentiality of the Data provided by you or material transmitted via our websites or by e-mail cannot be guaranteed by General Welding Supplies (NW) Ltd. Thus, we cannot be responsible or liable for the security of your Data whilst in transit via the Internet to us.

# 6. Data Transfer Abroad

General Welding Supplies (NW) Ltd will not transfer your data outside of the UK.

# 7. Career Opportunities

If you are interested in applying for either a position published or any future job opportunity within General Welding Supplies (NW) Ltd, you may provide us with your Curriculum Vitae ("CV"). We will then match your qualifications and experience to the position you applied for, or any other current job opportunity. If your profile corresponds to our requirements, we contact you.

You agree that we may keep your CV in our databases for a reasonable period, after which it will be deleted. By applying, you are consenting to have your CV and Data used to process your job application, to have such CV and Data communicated to other companies within General Welding Supplies (NW) Ltd and to our partners, who have agreed to keep such CV and Data confidential and secure, and to this end being transmitted across national borders. General Welding Supplies (NW) Ltd undertakes to use your CV and Data only in relation to your career opportunities.

# 8. Anonymous Data / "Cookie" Technology

Most of the information we collect from our websites is anonymous information. When you visit our websites, we do not collect any personal Data from you unless specifically, voluntarily and knowingly provided by you. Anonymous information is processed by General Welding Supplies (NW) Ltd to help improve the content of our websites, to customise our websites for our visitors and to learn more about them and how they use our websites. In doing so, General Welding Supplies (NW) Ltd may use tracking technology ("cookies") to gather anonymous information, such as browser type, operating systems and the date and time of access. "Cookies" by themselves cannot be used to discover the identity of the user. A "cookie" is a small piece of information which is sent to your browser and stored on your computer hard drive.

# 9. Spamming

General Welding Supplies (NW) Ltd does not conduct "spamming". Spamming is defined as sending unsolicited e-mails, usually of commercial nature, in large numbers and repeatedly to individuals with whom the sender has had no previous contact or who have declined to receive such communications. On the contrary, where we believe that one of our products is of importance to you, we inform you by e-mail whilst giving you the choice of opting out of such service.

# 10. Data and Children

To respect the privacy of children and to comply with the laws designed to protect children, children under the age of 18 should not provide any Data. General Welding Supplies (NW) Ltd will not knowingly collect, use, or disclose Data from a minor under the age of 18, without obtaining prior consent from a person with parental responsibility (parent, guardian).

Our websites are general audience sites that are not designed nor intended to collect Data from children under the age of 18. We ask that parents supervise their children while online.

# 11. Links to other websites

As a service to our visitors, our websites may provide hyperlinks to other websites that are not operated or controlled by General Welding Supplies (NW) Ltd. Therefore, General Welding Supplies (NW) Ltd cannot be responsible or liable for the content of such websites or the privacy practises of such other parties. Please note that these privacy practises may differ from our Policy. We encourage you to review and understand their privacy practises before providing them with personal information.

12. Contact General Welding Supplies (NW) Ltd

Should you have any queries or complaints about our compliance with this Policy, or if you wish to make any recommendations or comments to improve the quality of our Policy, please contact General Welding Supplies (NW) Ltd

Our contact details are as follows:

By post: GWS House, Hale Road, Widnes, Cheshire. WA8 8PX

By email: web@generalwelding.co.uk

By telephone: 0151 420 6900

We invite you to also carefully read our "Terms of Use" for more information on the use of our websites.