

**Privacy Policy**

**Introduction**

AA Taylor Limited is committed to protecting your privacy and the security of your Personal Data.

Whenever you provide Personal Data to us , we will treat that information in accordance with this

Privacy Statement and current UK data protection legislation. In particular, AA Taylor Limited

will keep your personal information accurate, up-to-date, secure and for no longer than is necessary.

**Who are we?**

The following policy is issued by AA Taylor Limited registered in England (company no. 3416088).

**What information will we use?**

By entering into an agreement with AA Taylor Limited, you have given us permission to collect information about you or your organisation so that we may process your sales order/ purchase.

This information includes your name, your Company name, Address, Telephone number, email address.

**How will your information be used?**

The information you provide when you enter into a contract with us is required to enable the

administration of your sales order/purchase. We will keep your information for as long as it is necessary for us to fulfil the service we offer.

We may share your information with other organisations and service providers that we work with

in order to fulfil your requirements. In addition, we may share your information with our professional advisors and any regulator or law enforcement agency or government authority where we believe this is necessary to comply with regulatory obligation.

We will not sell or use your information for marketing or sales purposes.

**What are your rights?**

At any point while we are in possession of your personal data, the data subject have the following rights.

Note that some of the choices or changes you make may impact on our ability to maintain your

records.

Right of access – you have the right to request a copy of the information that we hold about you.

Right of rectification – you have a right to correct data that we hold about you that is inaccurate or

incomplete.

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**Privacy Policy cont.**

Right to be forgotten - in certain circumstances you can ask for the data we hold about you to be erased from our records.

Right to restriction of processing – where certain conditions apply to have a right to restrict the

processing.

Right to judicial review: In the event that we refuse your request under rights of access, we will

provide you with a reason as to why.

**We promise we will never share your details with anyone else.**

By using our Services or trading with us, you agree to this Privacy Policy.

**Changes to this Privacy Policy**

It is our policy to post any changes we make to our Privacy Policy. The date the Privacy Policy was

last revised is identified at the bottom of the page. You are responsible for ensuring we have

an up-to-date active and deliverable email address for you.

Privacy Policy – last updated 21 May 2018