

# Truck Craft Bodies Ltd



## Website Privacy Policy

### 1. Introduction

- We are committed to safe guard and protect the privacy of the clients and visitors on our website.
- This policy applies where we are acting as a data controller with respect to the personal data of our website visitors and clients, where we determine the purposes and means of the processing of that personal data.
- We will notify you to consent to our use of cookies in accordance with the terms of this policy when you visit our website.

### 2. Credit

- **This document was created using a template from SEQ Legal (<https://seqlegal.com>).**

### 3. How we use your personal data

In this Section 3 we have set out:

- the general categories of personal data that we may process;
- the purposes for which we may process personal data; and
- the legal bases of the processing
- We may process data about your use of our website and services. The usage data may include your IP address, phone number, date of birth, company name and

Email. The legal basis for this processing is your consent and our legitimate interests, namely monitoring and improving our website and providing better services to you.

- We may process your account data. The account data may include your name, phone number, password and email address. The source of the account data is you. The account data may be processed for the purposes of communicating with you. The legal basis for this processing is your consent.
- We may process your information included in your personal profile on our website. The profile data may include your name, address, telephone number, email address, profile pictures, gender, date of birth, educational details and employment details. The profile data may be processed for providing you with services and communication purposes. The legal basis for this processing is your consent.
- We may process your personal data that are provided during the use of our services. The service data may include your enquiries on services we offer. The source of the service data is you. The service data may be processed providing our services and communicating with you. The legal basis for this processing is your consent.
- We may process information relating to transactions, including purchases of goods and services, that you enter with us and or through our website. The transaction data may include transaction ID, quotations and the transaction details. The transaction data may be processed for supplying the purchased goods and services and keeping proper records of those transactions. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract and our legitimate interests, namely our interest in the proper administration of our website and business.
- We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defense of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

- We may process any of your personal data identified in this policy where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely the proper protection of our business against risks.
- Furthermore, to the specific purposes for which we may process your personal data set out in this Section 3, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or to protect your vital interests or the vital interests of another natural person.
- Please do not supply any other person's personal data to us.

#### **4. Providing your personal data to others**

- We would not disclose your personal data to any other companies.
- Financial transactions relating to our website and services are handled by our payment services providers, paypal.com. We will share transaction data with our payment services providers only to the extent necessary for the purposes of processing your payments, refunding such payments and dealing with complaints and queries relating to such payments and refunds. You can find information about the payment services providers' privacy policies and practices at <https://www.paypal.com/uk/webapps/mpp/ua/privacy-full>.

## **5. International transfers of your personal data**

*In this Section 5, we provide information about the circumstances in which your personal data may be transferred to countries outside the European Economic Area (EEA).*

- We would not transfer your personal data to any other countries.

## **6. Retaining and deleting personal data**

*This Section 6 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.*

- Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- You may delete/request for your personal data to be deleted.
- You may review and update your personal data

## **7. Amendments**

- We may update this policy from time to time by publishing a new version on our website.
- You should check this page occasionally to ensure you are happy with any changes to this policy.

## **8. Your rights**

- You may instruct us to provide you with any personal information we hold about you; provision of such information will be subject to: the supply of appropriate evidence of your identity for this purpose, we will usually accept a photocopy of

your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address.

- We would not process your personal information for marketing purposes.

Your principal rights under data protection law are:

- the right to access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to object to processing;
- the right to data portability;
- the right to complain to a supervisory authority; and
- the right to withdraw consent.

## **9. About cookies**

- A cookie is a file containing an identifier a string of letters and numbers that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
  - Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

- Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

## 10. Cookies that we use

- *We use cookies for the following purposes:*
- (a) authentication - we use cookies to identify you when you visit our website and as you navigate our website cookies used for this purpose are:  
PHPSESSID,cpsession,roundcube\_cookies,timezone,webmailsession;
- (b) we use cookies [to help us to determine if you are logged into our website (cookies used for this purpose is PHPSESSID;
- (c) we use cookies to store information about your preferences and to personalize the website for you. Cookies used for this purpose is: PHPSESSID;
- (d) we use cookies as an element of the security measures used to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services generally cookies used for this purpose is: PHPSESSID;

## 11. Cookies used by our service providers

*Our service providers use cookies and those cookies may be stored on your computer when you visit our website.*

- We use Google Analytics to analyse the use of our website. Google Analytics gathers information about website use by means of cookies. The information gathered relating to our website is used to create reports about the use of our website. Google's privacy policy is available at:  
<https://www.google.com/policies/privacy/>. The relevant cookies are:  
*CONSENT,SSID,SSI.*

We use *TWITTER cookies* to show *TWEETS ON THE WEBSITE*. You can view the privacy policy of this service provider at <https://twitter.com/en/privacy>. The relevant cookies are: *\_twitter\_sess,ads\_perfs* and *ct0*.

## 12.Managing cookies

- Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:
  - (a) <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
  - (b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
  - (c) <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
  - (d) <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
- Blocking all cookies will have a negative impact upon the usability of many websites.
- If you block cookies, you will not be able to use all the features on our website.

## 13.Our details

This website is owned and operated by *Truck Craft Bodies Ltd*.

- We are registered in United Kingdom under registration number **04655698**, and our registered office is at Truck Craft Bodies Ltd. Stephanie Works, Bayley Street, Stalybridge, Cheshire SK15 1PZ.
- Our principal place of business is at Truck Craft Bodies Ltd. Stephanie Works, Bayley Street, Stalybridge, Cheshire SK15 1PZ.

You can contact us:

- (a) by post, to SK15 1PZ;
- (b) using our website contact form;
- (c) by telephone, on the contact number published on our website from time to time; or
- (d) by email, using the email address published on our website from time to time.

#### **14. Data protection officer**

Our data protection officer's contact details are: [steven.leary@truckcraftbodies.co.uk](mailto:steven.leary@truckcraftbodies.co.uk)