

Almet Trading UK Ltd – Data Privacy Policy

In compliance with UK and European data protection regulations, this privacy policy explains what personal information we may collect from you when you visit our website or are a recipient of our services.

Almet Trading UK Ltd is committed to processing any personal information about its customers in ways that comply with its legal and regulatory obligations, and to being clear with customers about what it does with their personal information.

Data collection

Throughout our day to day activities we collect details of business contacts from the businesses with which we engage. Almost entirely these contacts are for our business relationships and while these are still categorised under GDPR or other UK and EU legislation as personal data it is not taken for the purposes of processing the personal data

AT is a data processor for the services we provide to customers; we do not collect any special category data for these purposes but may collect personal information which we receive when:

- you use our website
- you contact us or
- you are a recipient of our services.

We may collect the following types of information:

- your name, business address, business email address, telephone number(s) and other contact details such as your position in your company
- information required to provide you with a service (e.g. bank details), and details of our services that you have used
- your payment information such as credit or debit card details and bank account details.

Why do we collect this information?

We collect your personal information to:

- provide you with services that you may request from us
- for our legitimate interests to keep the contact records for potential, ex customers or current business for future dealings
- meet our legal and regulatory obligations.

How do we collect this information?

You may give us information about you by filling in forms on our site or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register to use our site, subscribe to our service, search for a product, place an order on our site, participate in discussion boards or other social media functions on our site, enter a competition, promotion or survey, put an inquiry or request for contact and when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number, financial and credit card information, personal description and photograph, etc.

With regard to each of your visits to our site we may automatically collect the following information: technical information, login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; information about your visit, products you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number.

We may receive information about you if you use any of the other websites we operate or the other services we provide. [In this case we will have informed you when we collected that data that it may be shared internally and combined with data collected on this site.] We are also working closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies) and may receive information about you from them.

We are committed to keeping your information up to date as far as is reasonably possible. However, if you believe that we have made an error, then please contact us as we have outlined below, and we will use reasonable endeavours to correct.

How do we use the data we collect?

Most of our data is held within our customer database. This will include the personal data of our business contacts but is only used for our dealings with the business with whom we engage.

Any processing activities we undertake are fully compliant with UK and European data protection regulations and is to perform the contract or service agreements with our customers

Information collected may be used for the following:

- Internal record keeping and administration
- to fulfil the orders requested by our customers
- to improve our products and services
- to facilitate any future orders

We may use this information to administer our site and for internal operations, to improve our site to ensure that content is presented in the most effective manner. We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

Keeping your information safe and secure.

AT is committed to keeping customers' personal information secure to protect it from being inappropriately or accidentally accessed, used, shared or destroyed, and against it being lost.

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.

Our network is password protected and access to data is restricted using role-based permissions so users can only access the information they need or are entitled to see

We do not transfer any personal data outside the EEA, but should we need to transfer personal information to third parties located outside the UK, we will ensure that information is protected to a level which meets the requirements of UK and European data protection regulations

Third party access

Access to your personal information is only allowed when required by law or is required as part of our fulfilling our service obligations. We do not, and will never, sell or share your personal information with other third parties without your permission.

We do use several third parties to help us complete our services. The third parties we use are to:

- to secure our IT and data
- maintain and host our financial database and records
- to provide us with services to support our customers

- for any event promotions or hosting

We may share your information with selected third parties including business partners, suppliers and sub-contractors for the performance of any contract we enter into with you, advertisers, financial advisers or professional consultants.

How long do we keep personal information?

We will only retain customers' personal information for as long as it needs it to carry out a particular purpose or meet a particular obligation. In most cases data will be held for no longer than 7 years after completing a transaction

Any personal contact records within our databases are subject to ongoing updates based on information provided through the relationships we have or as advised to us by the client.

Website cookies

Cookies are small files of letters or numbers downloaded onto a device when users access websites. They are widely used in order to make websites work, or work more efficiently, as well as to provide service information to the owners of the site.

We use cookies to help identify your computer; this helps us analyse data about web page traffic and improve our website in order to tailor it to our customer needs. We only use this information for statistical analysis and then the data is removed from our system.

To achieve this, we use the services of Google Analytics and will only share data in an anonymised form i.e. no personal identifiable data such as a name is disclosed

Links to other websites:

Our website may contain links to other websites of interest. However, you should note that we do not have any control over these other websites. Once you have used any of these links to leave our site, therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites and such sites are not governed by this privacy statement.

Marketing

We do not sell any of our information to any third party for any external marketing

We may share occasionally information with our business customers such as our events or newsletter where you have requested or just general details about the company, that maybe of interest

Any changes to our marketing activities will be up dated in this Policy and we will ensure that the activity we undertake will be compliant with UK and European data protection regulations.

Controlling your personal information

You may choose to restrict the collection or use of your personal information or you may want us to delete your records; if you would like to exercise any of your rights under UK & EU data privacy legislation please contact us at enquiries@almettrading.co.uk.

You may request details of the personal information which we hold about you; if you would like a copy of the information held on you please write to Almet Trading UK Ltd, Edinburgh House, 170 Kennington Lane, London, United Kingdom, SE11 5DP.

If you believe that any information, we are holding on you is incorrect or incomplete or are unhappy with any aspects relating to your data, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Changes to our Privacy Policy:

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated in May 2019

Data Privacy Policy v1



Managing Director

May 2019