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## PRIVACY POLICY

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### BACKGROUND:

Tennant Metallurgical Group Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits this website, [www.tenmet.co.uk](http://www.tenmet.co.uk) ("Our Site") and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (GDPR). This legislation gives you more rights and imposes more obligations on organisations holding your personal data, including informing you how we use, share and store information.

Please read this Privacy Policy carefully and ensure that you understand it.

### **Personal identification information**

We may collect personal identification information from Users in a variety of ways, including but not limited to, when Users visit our website, place an order, fill out a form or request any services. Users may be asked for contact information as required; name, address, phone number, e-mail address which we will only collect if given voluntarily.

### **Web browser cookies**

Our website uses cookies to collect information or enhance User experience. User's web browser places cookies on their hard drive for record keeping purposes and sometimes to track information about them.

### **Cookies used on our website**

Name of Cookie	Purpose	Strictly Necessary
<b>PHPSESSID</b>	This cookie is native to PHP applications. The cookie is used to store and identify a users' unique session ID for the purpose of managing user session on the website. The cookie is a session cookies and is deleted when all the browser windows are closed.	Yes

In addition to the controls that we provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all Cookies or only third-party Cookies. By default, most internet browsers accept Cookies, but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

You can choose to delete Cookies on your computer or device at any time, however

you may lose any information that enables you to access Our Site more quickly and efficiently including, but not limited to, login and personalisation settings.

It is recommended that you keep your internet browser and operating system up-to-date and that you consult the help and guidance provided by the developer of your internet browser and manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

### **How will we use the information collected?**

We will use the information to process any orders; send periodic e-mails or make periodic phone calls and improve customer service. We will use the information to process payments and will keep supplier bank details in our electronic payment system for future payments. We will only share this information with third parties if there is a legal requirement to do so or necessary for any insurance cover.

### **Changes to this privacy policy and access to your information**

The policy will be kept under review and we will advise of any updates at the foot of the page. We encourage users to check this page for any changes. You acknowledge and agree that it is your responsibility to review this policy and become aware of modifications. Also you may contact us to review information we are holding to correct or remove if inaccurate.

### **Contact us**

If you have any questions about this Privacy Policy please contact us at:

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[Info@tenmet.co.uk](mailto:Info@tenmet.co.uk)

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