

## Adjustoform Products Ltd (trading as Adjustoform & Fashion Futures)

### Website Privacy Policy

This Privacy Policy sets out how Adjustoform Products Ltd uses and protects any information that you give Adjustoform Products Ltd when you use this website.

Adjustoform Products Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

This policy is effective from 25<sup>th</sup> May 2018.

#### **What we collect**

We may collect the following information:

- name
- contact information including email address
- demographic information such as postal address & postcode

#### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Fulfilling an order that you may have placed through our web site.
- Answering enquiries that you may have submitted through our web site.
- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes.

#### **How we may contact you**

We will only contact you if you have given your consent for us to do so when you registered your account details.

#### **Security**

We are committed to ensuring that your information is secure. 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 online.

Website Privacy Policy

**How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**Links to other websites**

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

**Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you consent to us holding your personal information for the uses set out in this policy.
- if you have previously agreed to us holding your personal information, you may ask us to delete the information we hold at any time by emailing us at [gdpr@adjustoform.com](mailto:gdpr@adjustoform.com).

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR). If you would like a copy of the information held on you, please e-mail your request to [gdpr@adjustoform.com](mailto:gdpr@adjustoform.com).

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible to [gdpr@adjustoform.com](mailto:gdpr@adjustoform.com). We will promptly update any information found to be incorrect.