

## Privacy Policy for AC Hulme & Sons' Website

At AC Hulme & Sons, we're committed to protecting and respecting your privacy. Your data will be controlled by AC Hulme & Sons who may provide services to you or communicate with you and is therefore regarded as a controller of your personal data.

The contact address of AC Hulme & Sons is: Hoaden Court Farm, Hoaden, Ash, Canterbury CT3 2LG.

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure. We may revise this Policy at any time by amending this page. You are expected to check this page from time to time to take notice of any changes we make, as they are binding to you. By using our website, you're agreeing to be bound by this Policy.

### Who are we?

We are AC Hulme & Sons

Registered in England Company No. 00803130

Registered address: AC Hulme & Sons, Brook Farm, Staple Road, Wingham, Kent CT3 1LP

### Explanation of applicable data

For the purpose of this policy, personal data refers to information that relates to an identifiable, living individual, including information such as an online identifier, for example an IP address. The General Data Protection Regulation (GDPR) applies to both automated personal data and to manual filing systems, where personal data is accessible according to specific criteria, as well as to chronologically ordered data and pseudonymised data. Data referred to in the GDPR as 'special categories of personal data' (previously termed 'Sensitive Personal Data') specifically includes the processing of genetic data, biometric data and data concerning health matters. "Personal information" is therefore any information that can be used to identify you or that we can link to you and which we at AC Hulme & Sons have in our possession or control.

### How do we collect information from you?

We obtain information about you when you use our website, for example, when you contact us about employment, products or services.

### How is your information used?

We may use your information to:

- process orders that you have submitted;
- to carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- process a job application; and
- send you communications which you have requested and that may be of interest to you.

These may include information about campaigns and promotions.

<b>Approved by: T E Hulme</b>	<b>Date:</b>	<b>Issue No.</b>
<b>P1.115 Privacy Policy for the Website</b>	<b>02/04/23</b>	<b>2</b>

## Privacy Policy for AC Hulme & Sons' Website

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations.

We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

### Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

### Your choices

You have a choice about whether or not you wish to receive information from us.

If you do not want to receive direct marketing communications from us about our services, then you can select your choices by not completing the relevant boxes situated on the form on which we collect your information. You must complete the relevant boxes with an asterisk in order that we can contact you.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted.

### Security precautions in place to protect the loss, misuse or alteration of your information

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites (if developed by us), you are responsible for keeping this password confidential.

If applicable, we ask you not to share your password with anyone.

### Links to other websites

Our website may contain links to other websites run by other organisations.

This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit.

We cannot be responsible for the privacy policies and practices of other websites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

### 16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

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### Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK.

By submitting your personal data, you are agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

### Other information AC Hulme & Sons collect about you

AC Hulme & Sons uses CCTV for the purposes of health & safety of its employees and visitors and also the detection and prevention of crime and understands that recording images of identifiable individuals constitutes as processing personal information. Where CCTV is used it will be done in line with data protection principles. AC Hulme & Sons will notify all colleagues and visitors of the purpose for collecting CCTV images via notice boards, letters and email, along with any retention rules on such data.

### Cookie Policy

#### Use of 'cookies'

Like many other websites, the AC Hulme & Sons website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual.

For example, we use cookies to store your device and browser preference. This helps us to improve our website and deliver a better more personalised service.

#### What types of cookies are there?

Broadly, there are 4 types of cookie:

**Strictly necessary cookies:** These are cookies that are essential to make a website work and enable features that users have specifically asked for. These types of cookies are commonly used with shopping baskets or e-billing. Without use of cookies, these features of the website could not operate.

**Performance cookies:** These cookies collect anonymous information about users for the purpose of assessing the performance of a website. Common uses include well-known web analytics tools such as 'Google Analytics'.

**Functionality cookies:** These are cookies that automatically remember choices that users have previously made in order to improve their experience next time they visit a website. For example, where users select their preferred settings and layout.

**Targeting or Advertising cookies:** These cookies are similar to performance cookies, in that they collect information about users' behaviour. However, this information is used at individual user level to advertise products and services to users on the basis of the behavioural information collected.

#### What cookies does the AC Hulme & Sons website use?

We use both Strictly Necessary and Performance cookies.

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## Privacy Policy for AC Hulme & Sons' Website

The Strictly Necessary cookies expire at the end of the session when you leave our website. We use Google Analytics to analyse the use of our website which generates statistical and other information about website use by means of cookies.

The analytics cookies used by our website have the following names: `_ga`, `_gat` and `_gid`. Our analytics service provider's privacy policy is available at: <https://www.google.com/intl/en/policies/privacy/>

We share our Google Analytics data with our domain administrator, Mickle Creative Solutions to help us provide a better service.

To find out more about Mickle Creative Solutions, you can read their Privacy Policy here <https://micklecreative.com/privacy/>

### Your choices regarding cookies

It is possible to switch off cookies by setting your browser preferences.

For more information on how to delete cookies on your computer or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser.

Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

Date

Signed.....

T E Hulme (Director)

Review:

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