

DATA PROTECTION AND PRIVACY POLICY

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
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What data do we collect?

We collect the following data:

- Personal identification information (Name, email address, phone number, etc.)

How do we collect your data?

You directly provide TFL Scaffolding with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email
- Use or view our website via your browser's cookies

How will we use your data?

We collect your data so that we can:

- Process your order, manage your account etc
- Email you with special offers on other products and services we think you might like

If you agree, TFL Scaffolding will share your data with our partner companies so that they may offer you their products and services.

When we process your order, we may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

How do we store your data?

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

Marketing

We would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop TFL Scaffolding from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please email us at office@tflscaffolding.com

What are your data protection rights?

We would like to make sure you are fully aware of all of your data protection rights.

Every user is entitled to the following:

- **The right to access** - You have the right to request TFL Scaffolding for copies of your personal data. We may charge you a small fee for this service.
- **The right to rectification** - You have the right to request that TFL Scaffolding correct any information you believe is inaccurate. You also have the right to request TFL Scaffolding to complete information you believe is incomplete.
- **The right to erasure** - You have the right to request that TFL Scaffolding erase your personal data, under certain conditions.
- **The right to restrict processing** - You have the right to request that TFL Scaffolding restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** - You have the right to object to TFL Scaffolding's processing of your personal data, under certain conditions.
- **The right to data portability** - You have the right to request that TFL Scaffolding transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: office@tflscaffolding.com

Or write to us: TFL Scaffolding Ltd, Unit 8, 349C High Road, Wood Green, London N22 8JA.

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org

How do we use cookies?

We use cookies in a range of ways to improve your experience on our website including

- Keeping you signed in
- Understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** - we use these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used
- **Advertising** - we use these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. We sometimes share some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The TFL Scaffolding website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy.

We keep our privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 10 June 2019.

How to contact us

If you have any questions about TFL Scaffolding's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at office@tflscaffolding.com

Or write to us at: TFL Scaffolding Ltd, Unit 8, 349C High Road, Wood Green, London N22 8JA.

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that TFL Scaffolding has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Email: casework@ico.org.uk

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Signed:



Name: Robert Turner

Position: Director

Date: 05/01/2023