


Unicorn fire & safety solutions Ltd			
PRIVACY POLICY			
Date of Statement	23/03/19	Date of Review	23/03/2020



Unicorn fire & safety solutions Ltd will always respect your privacy and will only use your information for specified and lawful purposes as provided for under the General Data Protection Regulation (GDPR) and the Data Protection Act 1998.

We will use and handle your information responsibly and will take all appropriate organisational and technical measures to safeguard your information from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

How do we collect information:

When you contact us regarding our activities, or send information to us, you provide us with personal information.

What information we collect about you;

In order to provide you with the services you require, we may collect some of the following information about you:

- Name
- Postal address
- Name of business / employer
- Postal address of business / employer
- Contact telephone number
- Contact email address

In order to process financial transactions, we may ask you for your bank or details.

How your information will be used;

Your information will be used to provide the services you have instructed and added to our systems so that we can do this.

Who we might share your information with;

We will not share your data with any third party unless instructed to do so.

When you supply *personal information* such as your name or email address to us you consent to the collection and use of this information for a specified purpose. We are legally obliged by the Data Protection Act 1998 to ensure that we only use this information for the purpose for which it was requested and, to ensure that it is kept securely.

- We never sell personal information.
- On occasions, we may need to pass your information to our associated organisations to ensure you are provided with the services you have requested, but these will be strictly limited to those necessary.
- We may also need to disclose your information if required to do so by law.

How long we will keep your information;

We will not hold your personal information indefinitely and periodically we will review whether it is still appropriate for us to retain this information.

If you wish us to delete your information from our systems at any time you can request us to do so.

Lawful basis for processing;

We will only process your information where it is necessary to support the legitimate interests of our business.

Can you gain access to your personal information;

You may request a copy of the personal information relating to you which is kept on file by us by contacting the Managing Director who acts as the Data Protection Officer for Unicorn fire & safety solutions Ltd at the address given above.

Confidentiality;

Please notes, we cannot be held responsible for the privacy of data collected by websites not owned or managed by us.

Does our Web Site use cookies?

Yes. Cookies are pieces of information that are sent to your computer by us when you log onto our website. They are stored on your computer's hard drive, allowing us to recognise you as a user when you next visit.

Our Website seeks your permission to accept our cookies, but if you accept and later chose not to allow our cookies to be stored on your PC, you can disable this function without affecting your navigation around the site.

How do you disable cookies? In Internet Explorer, click on Tools, then on Settings, then on the Privacy tab. Use the slider bar to select the level of privacy you want.

In Firefox, click on Tools, then on Options, then on Privacy, then on the Cookies tab. From this menu, you can choose your level of Privacy.

Notification of change of privacy policy

We reserve the right to amend this privacy statement. Details will be posted on our website or can be sent to you upon request.

This policy will be reviewed regularly.



Mike Ablitt. Managing Director - Unicorn Fire & Safety Solutions