

## Privacy Notice

The purpose of this privacy notice is to inform you about the way J. Pickard & Co Ltd (“us” or “we”) will use any personal information you have supplied us.

J. Pickard & Co Ltd of Burrington, Umberleigh, Devon, EX37 9JG is the data controller of all personal data supplied by you.

We reserve the right to revise this privacy policy or any part of it from time to time so please check frequently to see any updates or changes.

We will use the information you have supplied for the following purposes:

Business planning and promotional activity; we will use your data for business planning purposes and for the purpose of contacting you, with your consent, by post or email in order to provide you with promotional material, industry intelligence, technical information, events invitations, and similar communications.

The legal basis we rely on to collect and use your data for this purpose is that this is necessary for our legitimate interests in relations to business planning and our legitimate interests in making you aware of industry developments, research, and events, our products and services and related opportunities.

You have the right to object to the use of your data for these purposes at any time. You can do this by contacting us by phone, letter or email using the contact details below. Personal data processed for the purposes will be retained by us for as long as you continue to receiving our promotional communications.

We do not sell or share your data with any other organisations; neither do we transfer your personal data to countries outside the European Economic Area. The only recipients of your data are our own employees and service providers who assist us with contact management or with our promotional activities.

## Your rights

You have the right to ask us for a copy of your data. You also have the right to ask us to rectify and delete your personal data, to restrict its use, and to obtain a copy of the information you have provided to us in a structured, commonly used and machine readable format and to transmit it directly to another organisation.

You also have the right to request further information about the handling of your personal data.

You also have the right to object to the processing of your data by us in some circumstances, in particular where we do not have to process the data to comply with a contractual or other legal requirement.

All requests will be dealt with at the earliest opportunity and any delay will be kept to a minimum. In any event, the statutory time limit for our response will not be exceeded.

There are exceptions to these rights, however. For example, access may be denied in some circumstances if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information.

If you would like to exercise any of these rights, please contact us using the details below:

Write to us at: J. Pickard & Co Ltd, Burrington, Umberleigh, Devon, EX37 9JG

Email us at: [enquiries@pickards.co.uk](mailto:enquiries@pickards.co.uk)

Telephone us: 01769 520279

You also have the right to make a complaint to the Information Commissioner’s Office or to seek a remedy through the courts if you believe that your rights have been breached.