



GUARDIANDOORS.COM

0800 783 6602

ROLLER SHUTTERS - SECTIONAL OVERHEAD DOORS - INSULATED DOORS - FOLDING DOORS
STEEL DOORS - FIRE RATED DOORS - SECURITY DOORS - SLIDING GATES - HIGH SPEED DOORS

GUARDIAN INDUSTRIAL DOORS LTD

Privacy Policy

This privacy policy will explain how Guardian Industrial Doors Ltd uses the personal data we collect from you when you use our services and website.

What data do we collect?

Guardian Industrial Doors Ltd collects the following data:

- Personal identification information (name, email address, phone numbers)
- Location data (site addresses, invoice address)
- Financial information (debit/credit card details)

How do we collect your data?

You directly provide Guardian Industrial Doors Ltd with most of the data we collect. We collect and process data when you:

- Raise an enquiry/order for our services and/or products
- Provide payment details for our services and/or products
- Use or view our website via your browser's cookies
- Complete any form (questionnaire, complaint form, customer survey, etc.) sent to you by Guardian Industrial Doors Ltd

We may also receive your data indirectly from third party sources:

- Credit agencies

How will we use your data?

Guardian Industrial Doors Ltd collects data so we can:

- Process your enquiry/order
- Manage your account
- Process credit checks
- Process incoming and outgoing payments
- Contact you with products and services that may interest you

We do not share your information with any third parties other than credit reference agencies to prevent fraudulent purchases.

How do we store your data?

Guardian Industrial Doors Ltd stores your data securely on servers located in UK based datacentres.



Guardian Industrial Doors Ltd
Managing Director: RW Everitt Company Secretary: E Everitt
Registered Office: 45 Progress Road, Leigh on Sea, Essex SS9 5PR
Fax No 01702 260117
Registered in England No 1447746



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Access to this data is restricted to authorised users only and access rights are regularly reviewed.

Marketing

Occasionally we may send you information about products and services we think may be of interest to you. If you have agreed to receive marketing, you may always opt out at a later date.

If you no longer wish to be contacted for marketing purposes, please email mail@guardiandoors.com.

What are your data protection rights?

Guardian Industrial Doors Ltd 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 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 we correct any information you believe is inaccurate.
- **The right to erasure** – You have the right to request that we erase your personal data, under certain conditions.
- **The right to restrict processing** – You have the right to request that we restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** – You have the right to object to our processing of your personal data, under certain conditions.
- **The right to data portability** – You have the right to request that we 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:

Telephone: 0800 7836602

Email: mail@guardiandoors.com

Mail: 45 Progress Road, Leigh-on-Sea, Essex, SS9 5PR

Cookies

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

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



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What type of cookies do we use?

There are a number of different types of cookies 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 we 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, look in your browser settings for how to do this. However, in a few cases, some of our website features may not function as a result.

External websites

Our 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

Our privacy policy is under regular review and this policy will be updated accordingly. This privacy policy was last updated on 11th November 2020.

How to contact us

If you have any questions about our 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.

Telephone: 0800 7836602

Email: mail@guardiandoors.com

Mail: 45 Progress Road, Leigh-on-Sea, Essex, SS9 5PR

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office on 0303 123 1113.

Signed:

**Name: Ron Everitt
Managing Director**

Date: 10/11/20



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