

# PRIVACY STATEMENT CUSTOMER- AND SUPPLIER ADMINISTRATION

This privacy statement of AZ Valves (UK) Ltd applies to data of customers, suppliers and business partners. This privacy statement contains information about the processing of personal data by AZ Valves (UK) Ltd, hereinafter referred to as: AZ Valves (UK) Ltd, we/we or us.

This privacy statement is primarily intended as a dynamic resource and business tool that enables us to offer our services to you in the best possible way. We want you to visit our website with peace of mind and are committed to protecting your privacy during your visit.

This privacy statement may change over time. The most up-to-date privacy statement is published on our website.

## **Collection and use of personal data of customers, suppliers and other contractors**

We would like to inform you to the fact that we will collect and use the personal data that you provide to us because this is necessary to conclude and execute any agreement with you. This applies both to our (potential) customers and to parties from whom we purchase goods and/or services. If you are a (potential) customer of ours, we use your data to be able to send you a quotation, to determine which specifications or wishes a particular item or service must meet, to be able to deliver goods or perform work for you, to be able to invoice and to be able to communicate with you smoothly and efficiently about the implementation aspects of the agreement. If you are a (potential) supplier or other contractor, your personal data are also necessary for the conclusion and execution of the agreement. In the case of purchasing, this is necessary to be able to let you know which specifications or wishes a certain item or service must meet as far as we are concerned, to be able to send a quotation request or to place an order with you, to be able to pay your invoices and to be able to communicate with you smoothly and efficiently about other aspects of the agreement. You are not obliged to provide us with your personal data. If you do not provide us with any or insufficient personal data, it is however possible that we will not be able to carry out the aforementioned activities.

## **Transfer to third parties**

In connection with the execution of any agreement with you, we may have to provide your personal data to parties that supply parts, materials, products and / or services to us or carry out work on our behalf.

Furthermore, we use external server space for the storage of (parts of) our sales and purchase administration, of which your personal data are a part. For this reason, your personal data will be provided to our server room provider. We also use Microsoft Office and the associated storage options for e-mails and other files.

When third parties gain access to your personal data, AZ Valves (UK) Ltd will take the required contractual, technical and organizational measures to ensure that your personal data is only processed if necessary. Third parties will only process your personal data in accordance with applicable law.

### **Website**

To measure the business use of our website, we use the services of Google Data Studio (Google Analytics). This service shows us company names and addresses based on the IP addresses of our visitors. The IP address is not recorded. You can block your company name via <https://analytics.google.com/analytics/web> so that we no longer see that you are visiting our website. Based on the above information, we can make changes to our offer, our newsletters or our website. We may also adjust our promotions based on our analysis. Furthermore, we can use statistical analyses to research market trends in order to evaluate our products and marketing and adapt them to new developments. However, the results of such studies shall only be reported on an aggregated basis.

AZ Valves (UK) Ltd also uses cookies. Cookies are small data files that store and retrieve information about your visit to this website, for example how you arrived at our site, how you navigated the site and what information you found interesting. More information about cookie policy

### **Direct marketing**

If you have given us permission to do so, we will store and use the personal data you provide in order to inform you personally by e-mail in the future about our existing and new products and services and possibly to make you an offer for this. Every time we send you an advertising mailing, you have the opportunity to let us know that you no longer appreciate it. See the unsubscribe link at the bottom of each mailing.

### **Storage period personal data**

If you have requested a quote from us but you have not become a customer with us, we will use your data for an indefinite period of time in order to be able to approach you again in the future, unless expressly instructed otherwise by you. Even if we have received an offer from you, but we have not become a customer of yours, your personal data will be stored for an indefinite period of time in order to be able to approach you again in the future. If you have become a customer with us or we have become a customer with you, we will also keep your personal data for an indefinite period of time in this case, unless you have instructed us otherwise.

### **Your rights**

You have the right to ask us to view your own personal data or transfer that data to another person. If there is reason to do so, you can also ask us to supplement your personal data or to change inaccuracies. In addition, you have the right to request the erasure of your personal data or to restrict the use of your personal data. You can also object to the collection and use of your data or submit a complaint to the Dutch Data Protection Authority. To comply with your rights, you can contact AZ Valves (UK) Ltd

in Wigan, via [+44 \(0\) 1942 834620](tel:+441942834620) or per e-mail [sales@azvalves.co.uk](mailto:sales@azvalves.co.uk). You can also contact us with questions or for more information about the collection and use of your personal data.