

Website Privacy Policy

Introduction

Affinity Procurement Solutions Limited ("We/Us") are committed to protecting and respecting your privacy.

This policy (together with our Site Terms of Use and any other documents referred to on it) sets out the basis on which any personal data We collect from you, or that you provide to Us, will be processed by Us. Please read the following carefully to understand our views and practices regarding your personal data and how We will treat it. We keep certain basic information when you visit our Website and recognise the importance of keeping that information secure and letting you know what We will do with it.

For the purpose of the Data Protection Act 2018 (the Act), the data controller is Affinity Procurement Solutions Limited.

This policy only applies to our site. If you leave our site via a link or otherwise, you will be subject to the policy of that Website provider. We have no control over that policy or the terms of the Website and you should check their policy before continuing to access the site.

What personal data We collect and why We collect it

Contact form

When you contact Us Using our contact form, We collect the following information: your name, your company name, your telephone number and email address and any information you include in the message field. This information is Used for responding to enquiries and messages We receive and keeping records of correspondence.

If you do not provide the mandatory information required by our contact form, you will not be able to submit the contact form and We will not receive your enquiry. Messages received through the contact form will be kept for one year.

Cookies

When you visit this site, We will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

Embedded content from other Websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other Websites behaves in the exact same way as if the visitor has visited the other Website.

These Websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that Website.

Analytics

We use Google Analytics to analyse the use of our Website. Google Analytics gathers information about Website use by means of cookies. The information gathered relating to our Website is used to create reports about the use of our Website. Google's privacy policy is available at: <https://www.google.com/policies/privacy/>.

reCAPTCHA v3

As part of our spam prevention measures we have implemented Google reCAPTCHA v3. This works by collecting hardware and software information such as device and application data, and sending these data to Google for analysis to determine if the user is human or robot. Google's privacy policy is available at: <https://www.google.com/policies/privacy/>.

Managing cookies

Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via the web links below:

- (a) <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
- (b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-Website-preferences> (Firefox);
- (c) <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
- (d) <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
- (e) <https://support.apple.com/kb/PH21411> (Safari); and
- (f) <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).

Blocking all cookies will have a negative impact upon the usability of many Websites. If you block cookies, you may not be able to use all the features on our Website.

Who We share your data with

We do not share any data with any third parties, the use of data will be used only as described within this policy, however We may disclose your personal information if We are under a duty to disclose or share your personal data in order to comply with any legal obligation.

How long We retain your data

If you send us a message through the contact form We will keep this for one year, if you indicate to us that you wish to receive communications from time to time then we will retain your name, your company name, your telephone number and email address for a period of three years.

What rights you have over your data

If you have sent us a message through our Website you can request to receive an exported file of the personal data We hold about you, including any data you have provided to Us. You can also request that We erase any personal data We hold about you. This does not include any data We are obliged to keep for administrative, legal, or security purposes.

Where We send your data

Visitor comments may be checked through an automated spam detection service.

How We protect your data

We take all reasonable measures to keep your information secure to protect it against unauthorised or unlawful use and accidental loss or destruction, including not sharing your information to any third party, subject to there being a legal basis to do so and verifying the identity of any individual who requests access to information prior to granting them access to information.

Transmission of information over the internet is not entirely secure, and if you submit any information to Us over the internet (whether by email, via our Website or any other means), you do so entirely at your own risk.

We cannot be responsible for any costs, expenses, harm to reputation, damages, liabilities or any other form of loss or damage suffered by you as a result of your decision to transmit information to Us by such means.

Complaints Process

If you have a complaint on how We have processed your personal information you may contact Us using our details listed below.

Our details

This Website is owned and operated by Affinity Procurement Solutions Limited.

You can contact Us:

- (a) Using Our Website contact form; or
- (b) by email, using the email address info@affinityprocurementsolutions.co.uk; or
- (c) by telephone using our number +44 (0) 020 3667 2750.