

UNICORN FIRE & SAFETY SOLUTIONS

PRIVACY POLICY

JUNE 2010



1. Data Protection Act 1998

- 1.1. The processing of your personal data by Unicorn fire & safety solutions is governed by the Data Protection Act 1998.
- 1.2. If you have any questions regarding our privacy statement, please contact:
The Managing Director - Unicorn fire & safety solutions, Unicorn House, 6 Salendine, Shrewsbury, Shropshire, SY1 3XJ. Tel 01743 360211. Email info@unicornsafety.co.uk.

2. How do we collect information?

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

3. What information do we collect?

3.1. Financial information

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

3.2. Personal information

When you supply information such as your name or email address to us, 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.

4. What does providing your personal information mean?

- 4.1. When you provide us with personal data, such as your name or email address, you consent to the collection and use of this information for a specified purpose.

5. Will we disclose the information we have collected to outside parties?

- 5.1. We never sell personal information.
- 5.2. 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.
- 5.3. We may also need to disclose your information if required to do so by law.

6. Do we use cookies?

- 6.1. 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.
- 6.2. If you do not want cookies to be stored on your PC it is possible to disable this function without affecting your navigation around the site.

7. How do you disable cookies?

- 7.1. 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.
- 7.2. 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.

8. Can you gain access to your personal information?

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

9. Confidentiality

9.1. We cannot be held responsible for the privacy of data collected by websites not owned or managed by us.

10. Notification of change of privacy policy

10.1. 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 regularly reviewed.



Mike Ablitt. Managing Director - Unicorn Fire & Safety Solutions. 1st June 2010