

# **Privacy Policy**

Cutwrights Ltd is committed to protecting your privacy and maintaining the security of any personal information received from you. We strictly adhere to the requirements of the data protection legislation in the UK. The purpose of this statement is to explain to you what personal information we collect and how we may use it.

## What personal data we need to collect

We may collect personal identification information from users in a variety of ways, including, but not limited to, when users visit our site, register on the site, place an order, fill out a form, and in connection with other activities, services, features or resources we make available on our Site. users may be asked for, as appropriate, name, email address, phone number. Users may, however, visit our site anonymously. We will collect personal identification information from users only if they voluntarily submit such information to us. Users can always refuse to supply personally identification information, except that it may prevent them from engaging in certain Site related activities.

#### How we use collected information

When you contact us, we need to know your contact details. This allows us to process and fulfil your request efficiently and appropriately. We may require you to register to use a restricted area. You have the option to withhold personal information that is not required for this process. We reserve the right to cancel or reject a registration at any time without notice. We may cancel or reject a registration if, in our opinion, copyright or any other documentation is being accessed or is likely to be accessed for inappropriate use or unfair commercial gain. Cutwrights may collect and use Users personal information for the following purposes:

#### To improve customer service

The information you provide helps us respond to your customer service requests and support needs more efficiently.

#### To improve our Site

We may use feedback you provide to improve our products and services.

#### To send periodic emails

We may use the email address to send User information and updates pertaining to their order. It may also be used to respond to their inquiries, questions, and/or other requests.

#### Visitors to our website

When someone visits www.Cutwrights.com we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. You can find more information on how cookies are used on this website in the Cookies Policy below.

#### Web browser cookies

Our Site may use "cookies" to enhance User experience. User's web browser places cookies on their hard drive for recordkeeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

# Sharing your personal information

As part of the registration process for our newsletter or when you create an account with us, we collect personal information. We use that information for a couple of reasons: to tell you about products and services you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

### How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

### Access to personal information

You are entitled to access the personal information that we hold. Email your request to our data protection officer info@cutwrights.com

# Changes to this privacy policy

Cutwrights has the discretion to update this privacy policy at any time. When we do, we will revise the updated date at the bottom of this page. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

#### Your acceptance of these terms

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

### **Contacting us**

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us using the details below.



