

## **Paperchasers Limited Privacy Policy**

This policy sets out how Paperchasers Limited uses any personal information that you provide when you use this website. If you have any questions about this policy, please contact us before providing us with your details. We may change this policy from time to time by updating this page.

### **Statement of intent**

In order to access the services and products we provide and to provide us with your feedback, you are asked to submit personal information about yourself i.e. your name, company details, e-mail address and telephone number. The services we will provide include environmental information and guidance, feedback and consultations.

By entering your details we will be able to provide you with the services you have requested. Whenever you provide personal information, we undertake to treat that information in accordance with this policy.

### **Submitting personal information**

When you supply personal information to us, we have legal obligations towards you in the way we deal with that information. The individual notices on particular web-pages and forms are specifically given to let you know how we will use the information. We will not pass the information on to anyone else.

### **Access to your personal information**

You have the right to request a copy of the personal information that we hold about you and to have any inaccuracies in that personal information corrected. You may request to have your details removed from our contact database at any time.

### **Direct marketing**

From time to time we may wish to contact you with company information which may be of interest to you; we may also offer you the opportunity to participate in consultation exercises for new business development.

We may send you such information by e-mail or via standard postal mail. When you provide us with your personal information, you will automatically be entered onto our contact database to receive future communications from us.

If you decide at any time that you do not wish to receive marketing materials from us, please let us know.

### **Security of personal information**

Since no data transmission over the Internet can be guaranteed to be 100% secure, we cannot guarantee that personal information will never be disclosed in ways not otherwise described in this Privacy Policy.

### **Cookies**

Cookies are text files, which identify your computer to our server. Cookies in themselves do not identify the individual user, just the computer used. We do not use cookies within our website.