

## AATi Ltd Privacy Policy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will safeguard information from both customers and prospective buyers.

### **(1) What information do we collect?**

We may collect, store and use the following kinds of personal information:

1. Information relating to any transactions carried out between you and us on or in relation to this website, including information relating to any purchases you make of our goods or services.
2. Information that you provide to us for the purpose of registering with us, after verification full access to CAD drawings and 3D models is then available to customers and clients via the website.
3. Any other information that you choose to send to us.

### **(2) Cookies**

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may use both "session" cookies and "persistent" cookies on the website. We will use the session cookies to: keep track of you whilst you navigate the website. We will use the persistent cookies to: enable our website to recognise you when you visit.

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites, including this one.

### **(3) Using your personal information**

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

1. Administer the website
2. Enable your use of further services available on the website
3. Send general (non-marketing) commercial communications
4. Send you email notifications which you have specifically requested
5. Send to you [our newsletter and other] marketing communications relating to our business, which we think may be of interest to you by post or, where you have



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specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications)

#### 6. Other uses.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

### **(4) Disclosures**

We may disclose information about you to any of our employees, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose your personal information:

1. To the extent that we are required to do so by law;
2. In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and/or a breach of intellectual property rights (patents))
3. To any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

### **(5) Security of your personal information**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure (password- and firewall- protected) servers.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and user details confidential. We will not ask you for your password (except when you log in to the website to access further services and CAD files).

### **(6) Policy amendments**

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

### **(7) Your rights**

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:



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1. The supply of appropriate evidence of your personal and or company identity (for this purpose, we will usually accept a copy of an invoice or purchase order stating your company details, VAT number and personal name).

We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

#### **(8) Third party websites**

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

#### **(9) Updating information**

Please let us know if the personal information which we hold about you needs to be corrected or updated.

#### **(10) Contact**

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email to [info@aatil.co.uk](mailto:info@aatil.co.uk) or [rob@aatil.co.uk](mailto:rob@aatil.co.uk) or by post to AATi Ltd, 11 Swinborne Drive, SpringWood Industrial Estate, Braintree, Essex, CM7 2YP.