KMF GROUP

Millennium Way
High Carr Business Park
Newcastle-under-Lyme
Staffordshire. ST5 7UF

Tel: 01782 569060
Fax: 01782 569061
Email: info@kmf.co.uk
Web: www.kmf.co.uk

KMF PRECISION SHEET METAL
KMF PRECISION SHEET METAL - SLOVAKIA
KMF PRECISION ENGINEERING

KMF Group Limited Privacy Policy

This privacy policy sets out how KMF Group Limited uses and protects any information that you provide to KMF Group Limited (company registration number 4690455), whose registered office is at Millennium Way, High Carr Business Park, Newcastle under Lyme, Staffordshire, ST5 7UF, and to subsidiaries of KMF Group Limited, namely KMF Precision Sheet Metal Limited, KMF Precision Engineering Limited, KMF Training Centre, KMF Precision Sheet Metal Slovakia and BETD Components, when you use this website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy policy. We may change this policy occasionally by updating this page.

Automatic collation of data

When you visit the Site, our systems automatically collect certain information about your visit, such as the type of internet browser you use, the website from which you have come to the Site and your IP address (the unique address which identifies your computer on the internet), and the platform you are visiting on (e.g. mobile phone or pc). We use automatically collected information to assist us in providing and improving the Site and to collect broad demographic information for aggregate use. We do not use automatically collected information to learn any information about you personally.

What we collect

"**Personal Information**" is information that is used to identify a discrete individual person.

We may collect the following information:

- Name
- Contact information including email address and phone number
- Demographic information such as country visiting website from
- Details of the resources you access on the Site and any data you download (e.g. when you request a white paper or complete a form for general or partner inquiries)

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- internal record keeping
- research on customer demographics in relation to website content
- we may use the information to improve our products and services
- we may periodically send promotional emails about new products, services or other information which we think you may find interesting using the email address which you have

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provided at your request, to subscribe you to our newsletter and updates concerning the services and support agreements we provide

Information sharing and disclosure

We do not sell or rent Personal Information to third parties. We do not share Personal Information, except as defined in this Privacy Policy. We may disclose summative statistics about visitors to our website in order to describe our services generally, including on our website and to prospective partners and other third parties, but these statistics will never include Personal Information.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- while filling in a contact form or e-brochure download form, select the option to opt out of any more contact unless otherwise stated
- if you have previously agreed to us using your personal information for direct contact, you may change your mind at any time by writing to or emailing us at info@kmf.co.uk

Online Application for Recruitment and Work Experience

KMF Group Limited shall retain Personal Information to the extent such retention is adequate, relevant and limited to what is necessary for the purposes for which they are processed.

With regards to work experience requests, for young persons under the age of 14, we respectfully request that the application is submitted by a person with parental responsibility.

Your controls

You are in control of the personal information you provide to KMF Group Limited. At any time, you may:

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- Ask for a copy of your personal information
- Ask for personal information to be corrected or updated
- Ask to remove your personal information from our records

Upon written request, we will provide you with a copy of all of the Personal Information about you that we possess. Additionally, if you wish to correct or update the Personal Information we hold relating to you, you can contact us at info@kmf.co.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

Please note, we will retain your Personal Information for as long as is necessary in keeping with the purposes for which we collect it and to comply with our legal obligations.

Contacting us

For any general enquiries about this privacy policy please email info@kmf.co.uk

Data Protection Complaints

If you have any concerns about how we collect, use or protect your personal data, please contact us at info@kmf.co.uk
We will acknowledge and investigate your complaint and respond without undue delay.
If you remain dissatisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO). Further information is available from the ICO.

Implementation Date: 22nd May 2020
This policy will be reviewed annually.

Signed:

COMPANY SECRETARY (Mr Jon Eeles)