



## PRIVACY POLICY

**Outpace Ltd are committed to protecting and respecting your privacy.**

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Andrew Barnett

### **Information we may collect from you**

We may collect and process the following data about you:

- Information that you provide by filling in forms on our website. This includes information provided at the time of enquiries, requesting further services or quotations. We may also ask you for information if you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.

### **Email addresses**

We may collect information about your company, to ensure that you comply with The [Producer Responsibility Obligations \(Packaging Waste\) Regulations 2007 \(as amended\)](#) and [2016 amendments](#), this information is collected from Companies House, your own websites and may include contact details.

No personal email addresses or Telephone numbers will be held by us unless written agreement is obtained from the individual concerned. These details may be utilised by our team but will not be shared with any third party unless previously agreed with the individual concerned. This information is stored on Capsule CRM and is password protected.

No other personal details will be held by any member of the Outpace team personal computers or on the CRM.

### **Where we store your personal data**

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **Uses made of the information**

We use information held about you in the following ways:

- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered into between you and us.
- To notify you about changes to our service.

We may also use your data to provide you with information about goods and services which may be of interest to you and we may contact you about these by e-mail, post or telephone.

If you are an existing customer, we will only contact you by e-mail or by telephone with information about goods and services similar to those which were the subject of a previous sale to you.

If you are a potential customer we will contact you by electronic means only if you have consented to this.

### **Disclosure of your information**

We may disclose your personal information to any member of Outpace, as defined in section 1159 of the UK Companies Act 2006.

### **Your rights**

You have the right to ask us not to process your data for marketing purposes. We will inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes.

### **Access to information**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request is free and will provide you with details of the information we hold about you and your company.

### **Changes to our privacy policy**

Any future changes we may make to our privacy policy will be posted on our website and, where appropriate, notified to you by e-mail.

### **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be forwarded to Andrew Barnett ([andrew.barnett@outpace.co.uk](mailto:andrew.barnett@outpace.co.uk))