**Privacy Policy**

This privacy policy sets out how “Qpac Packaging LLP” uses and protects any information that you give “Qpac Packaging LLP” and when you use this website.

“Qpac Packaging LLP” is committed to safeguarding and preserving the privacy of your personal information. We collect and process personal information according to the steps detailed in this Privacy Policy and in accordance to the relevant data protection regulation and laws. 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 statement This Privacy Policy explains what happens to any personal data that you provide to us.

“Qpac Packaging LLP” may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from May 2018

**What information do we collect?**

From Customers

We collect information from you as our customer to meet our statutory and contractual obligations of trade with you

We may collect the following information:

* Business name
* Company registration and VAT number
* Names and job titles of purchasing and accounts payable contact
* Business telephone number
* Business email address
* Business delivery and invoice address and postcode

**How will we use your information?**

We will never disclose, share or sell your data without your consent unless we are required to do so by law. We will only retain your data for as long as is necessary and for the purposes specified in this Privacy notice.

The purposes and reasons for processing your personal data are as follows and will be processed on the grounds of legitimate interests in the GDPR legislation:

* To carry out our obligations arising from our contractual obligations of trade entered into by you and us.

**Disclosing your personal Information**

We will not disclose your personal information to any other party without your prior consent, other than for the purposes specified in this Privacy Policy or in the circumstances detailed below:

* To third parties who provide logistics solutions for the delivery of our products to you as part of our contractual arrangements of trade with you.
* In the event that we sell any or all of our business
* Where we are legally required by law to disclose your personal information

**Security**

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

**How we use cookies**

A cookie is a small file, which asks permission to be placed on your computer’s hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**Links to other websites**

Our website may contain 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:

* Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
* If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [email address]
* 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. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information, which we hold about you under the General Data Protection Regulation GDPR. A small fee will be payable. If you would like a copy of the information held on you please write to the Data Protection Officer at Unit 23, St Mary’s Road, Sydenham Industrial Estate, Leamington Spa, CV31 1PR.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.