

CM Roofing Privacy Policy

1. Our Details

- 1.1 This website is owned and operated by CM Roofing.
- 1.2 Our office address is at 16 Columbus Close, Stevenage, Hertfordshire, SG2 0NA.
- 1.3 You can contact us by writing to the business address given above, by using our website contact form or by telephoning us direct on 01438 517166.

2. Introduction

- 2.1 We are committed to safeguarding the privacy of our website visitors; in this policy we explain how we treat your personal information.

3. Collecting Personal Information

- 3.1 We may collect, store and use the following kinds of personal information:
 - (a) Information about your computer and about your visits to and use of this website, including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths.
 - (b) Information you provide to us when registering with our websites, including your email address.
 - (c) Information that you provide when completing your profile on our websites, including your name, profile pictures, gender, date of birth, relationship status, interests and hobbies, educational details and employment details.
 - (d) Information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters, including your name and email address.
 - (e) Information that you provide to us when using the services on our websites, or that is generated in the course of the use of those services, including the timing, frequency and pattern of service use.
 - (f) Information relating to any purchases you make of our goods / services / goods and/or services or any other transactions that you enter into through our websites, including your name, address, telephone number and email address.
 - (g) Information that you post to our websites for publication on the internet (including your user name, your profile pictures and the content of your posts);
 - (h) Information contained in or relating to any communication that you send to us or send through our websites, including the communication content and metadata associated with the communication.
 - (i) Any other personal information that you choose to send to us;
- 3.2 Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

4. Using Personal Information

- 4.1 Personal information submitted to us through our website will be used for the purposes specified in this policy or on the relevant pages of the websites.
- 4.2 We may use your personal information to:
 - (a) Administer our websites and business.
 - (b) Personalise our websites for you.
 - (c) Enable your use of the services available on our websites.

- (d) Supply to you goods purchased through our websites.
 - (e) Supply to you services purchased through our websites.
 - (f) Send statements, invoices and payment reminders to you, and collect payments from you.
 - (g) Send you non-marketing commercial communications.
 - (h) Send you email notifications that you have specifically requested.
 - (i) Send you our email newsletter, if you have requested it, you can inform us at any time if you no longer require the newsletter.
 - (j) Send you marketing communications relating to our business or the businesses of carefully-selected third parties which we think may be of interest to you, by post or, where you have specifically agreed to this, by email or similar technology, you can inform us at any time if you no longer require marketing communications.
 - (k) Provide third parties with statistical information about our users, but the third parties will not be able to identify any individual user from that information.
 - (l) Deal with all enquiries and complaints made by or about you relating to our websites.
 - (m) keep our websites safe and secure and prevent fraud.
 - (n) Verify compliance with the terms and conditions governing the use of our websites, including monitoring private messages sent through our website private messaging service.
- 4.3 If you submit personal information for publication on our websites, we will publish and otherwise use that information in accordance with the licence you grant to us.
- 4.4 Your privacy settings can be used to limit the publication of your information on our websites and can be adjusted using privacy controls on the websites.
- 4.5 We will not, without your express consent, supply your personal information to any third party for the purpose of their or any other third parties direct marketing.

5. Disclosing Personal Information

- 5.1 We may disclose your personal information to any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this policy.
- 5.2 We may disclose your personal information to any member of our group of companies (this means our subsidiaries, our ultimate holding company and all its subsidiaries) insofar as reasonably necessary for the purposes set out in this policy.
- 5.3 We may disclose your personal information:
- (a) To the extent that we are required to do so by law.
 - (b) In connection with any ongoing or prospective legal proceedings.
 - (c) In order to establish, exercise or defend our legal rights, including providing information to others for the purposes of fraud prevention.
 - (d) To the purchaser, or prospective purchaser of any business or asset that we are, or are contemplating selling.
 - (e) 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.
- 5.4 Except as provided in this policy, we will not provide your personal information to third parties.

6. International Data Transfers

- 6.1 Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this policy.

6.2 Information that we collect may be transferred to the following countries which do not have data protection laws equivalent to those in force in the European Economic Area: the United States of America, Russia, Japan, China and India.

6.3 Personal information that you publish on our websites or submit for publication on our websites may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.

6.4 You expressly agree to the transfers of personal information described in this Section 6.

7. Retaining Personal Information

7.1 This section sets out our data retention policies and procedures, which are designed to help ensure that we comply with our legal obligations in relation to the secure retention and deletion of personal information.

7.2 Personal information that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

7.3 Notwithstanding the other provisions of this Section 7, we will retain documents, including electronic documents containing personal data:

- (a) To the extent that we are required to do so by law;
- (b) If we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
- (c) In order to establish, exercise or defend our legal rights, including providing information to others for the purposes of fraud prevention.

8. Security Of Personal Information

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

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

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

8.4 You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

8.5 You are responsible if required for keeping the password you use for accessing our websites confidential; we will not ask you for your password.

9. Amendments

9.1 We may update this policy from time to time by publishing a new version on our websites.

9.2 You should check this page occasionally to ensure you are happy with any changes to this policy.

9.3 We may notify you of changes to this policy by email or through the private messaging system on our websites.

10. Your Rights

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

- (a) The payment of a fee (currently fixed at GBP 10).

(b) The supply of appropriate evidence of your identity, for this purpose we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address.

10.2 We may withhold personal information that you request to the extent permitted by law.

10.3 You may instruct us at any time not to process your personal information for marketing purposes.

10.4 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.

11 Third Party Websites

11.1 Our websites includes hyperlinks to, and details of, third party websites.

11.2 We have no control over, and are not responsible for, the privacy policies and practices of third parties.

12. Updating Information

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

13. Cookies In Use On This Site And How They Benefit You

Our websites uses cookies, as almost all websites do, to help provide you with the best experience we can. Cookies are small text files that are placed on your computer or mobile phone when you browse websites. You can find out more about cookies at: <http://www.allaboutcookies.org/>

Our Cookies Help Us:

13.1 Make our websites work as you'd expect.

13.2 Improve the speed and security of the site.

13.3 Allow you to share pages with social networks like Facebook.

We Do Not Use Cookies To:

13.4 Collect any personally identifiable information without your express permission.

13.5 Collect any sensitive information without your express permission.

13.6 Pass data to any advertising networks.

13.7 Pass personally identifiable data to any third parties.

13.8 Pay any sales commissions.

You can learn more about all the cookies we use below:

Granting Us Permission To Use Cookies

If the settings on your software you are using to view this website (your browser) are adjusted to accept cookies we take this, and your continued use of our websites to mean that you are fine with this. Should you wish to remove or not use cookies from our websites you can learn how to do this below, however doing so will likely mean that our Websites will not work as you would expect.

More About Our Cookies

Website Function Cookies

Our Own Cookies

We use cookies to make our websites work including:

PHPSESSID - a session cookie which expires after leaving the website.

There is no way to prevent these cookies being set other than to not use our website.

Third Party Functions

Our websites, like most websites, includes functionality provided by third parties. A common example is an embedded YouTube video. Our site includes the following which use cookies:

Google Maps - we embed maps from Google which may place one or more cookies on your computer once you visit a page on our website with the embedded map. We have no control over those cookies, but you can find out about Google's privacy policy and approach to cookies at:

<http://www.google.com/policies/privacy/>

Facebook - We have an embedded feed from our official facebook page. This may set cookies to find out more please [Visit Facebook](#).

Disabling these cookies will likely break the functions offered by these third parties

Third Party Sites - Please note that our websites includes links to third-party web sites such as Facebook. When you follow a link from our website to another website, cookies may be set. We have no control over cookies used by any such third party website. Each of these websites will have their own privacy and cookie policies and we urge you to review these. We cannot take any responsibility for the contents or behaviour of third-party websites.

Turning Cookies Off - You can usually switch cookies off by adjusting your browser settings to stop it from accepting cookies. Doing so however will likely limit the functionality of our's and a large proportion of the world's websites as cookies are a standard part of most modern websites.

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