

## **Privacy Notice - Website**

At Ayrshire Metals we respect your privacy and are committed to protecting the personal information that you provide to us. You are not required to provide any personal information unless you choose to do so.

### **1. What we need**

We collect some or all of the following types of personal information from you:

- Name
- Email Address
- Telephone number(s)
- Company Name & Address

### **2. Why we need it**

- To administer your request for our products or services.
- To provide you with information about our products and services.

### **3. Lawful Basis**

Personal information, used to fulfil your request for our products and services, is necessary to carry out the supply contract we have with you or (at your request) to take steps to enter into such a contract with you.

If you have opted in i.e. consented to receive information on our products and services, you can opt out at any time.

### **4. What we do with it**

We do not share your personal information with any third party.

### **5. How long we keep it**

We keep your personal information for as long as we need it to fulfil:

- The purposes stated in section 2 above.
- Our legal, statutory or regulatory obligations.

### **6. Your rights**

Please contact our Company Secretary at [company.secretary@ayrshire.co.uk](mailto:company.secretary@ayrshire.co.uk) to:

- Request a copy of the personal data that we hold about you.
- Request that any personal data we hold about you is rectified, if you believe that it is incorrect.
- Request that all personal data that we hold about you is erased.
- Withdraw your consent to direct mailing.

### **7. Contact Us**

If you have any questions regarding this Privacy Notice or any concerns about how we have handled your personal data please contact our Company Secretary at [company.secretary@ayrshire.co.uk](mailto:company.secretary@ayrshire.co.uk).

Alternatively, you have the right to lodge a complaint with the Information Commissioner's Office (<https://ico.org.uk/>).