

## **Privacy Policy provided by ALTIMA**

It is the goal of Altima.co.uk to bring you information that is tailored to your individual needs and, at the same time, protect your privacy. The following is a summary of the various ways we treat the information you provide us while using our site.

ALTIMA - is a UK registered company, Registration Number: 05222619, the office address Altima, 4 Chase Road, London NW10 6HZ.

We comply with the standards, procedures and requirements laid down by the UK Data Protection Act 1998, to ensure that the personal information you give us is kept secure and processed fairly and lawfully. No personal information is publicly accessible.

### **Introduction**

We are committed to protecting your privacy. This policy explains how and for what purposes we use the information collected about you via [www.altima.co.uk](http://www.altima.co.uk) (referred to below as "this Site").

*Please read this privacy policy carefully.* By using this Site and any services we offer via this Site, you are agreeing to be bound by this policy in respect of the information collected about you via this Site.

If you have any queries or comments about the policy or our use of your personal information, please get in touch with us by emailing us at [sales@altima.co.uk](mailto:sales@altima.co.uk) or writing to ALTIMA, 4 Chase Road, London NW10 6HZ.

### **Information Collection and Use**

[www.altima.co.uk](http://www.altima.co.uk) generally collects personally identifying information with your specific knowledge and consent. For instance, when you make an enquiry or order you are asked to provide information, such as your e-mail address, postal address, name, company name, position, and phone number.

We do collect and retain personal data and will use the information to communicate with you about your order, our products or services, or to improve the services that we offer by tailoring them to your needs and to draw your attention to new offers that may interest you. In addition, we may use your information to contact you for your views on our services and to notify you occasionally about important changes or developments to this Site or our services

Altima.co.uk never has and never will sell any information about our users to any third parties nor will we pass your details on free of charge to any third parties apart from occasions when we are legally required to provide access to our database in order to cooperate with police investigations or other legal proceedings. In those instances, the information is provided only for that purpose.

We collect information about you from the emails, enquiry forms or letters sent to us. We also collect information about the type of products you wish to purchase.

If you change your mind about being contacted in the future, please email us at [sales@altima.co.uk](mailto:sales@altima.co.uk) and tell us.

If our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

### **Sending enquiry forms**

The information that you complete on the *Enquiry Form* or sending us on this Site is recorded by us and helps us provide you with a more personalised service, and find the solution that matches your requirements.

### **Access to, changing or removing the information we hold**

Users of this Site can request we provide them with a copy of the personally identifiable information about them we hold via the enquiry form. You may ask us to make any necessary changes to ensure that such information is accurate and kept up-to-date.

### **Security, storage and transfer of information**

We follow strict security procedures to ensure that your personal information is not damaged, destroyed, or disclosed to a third party without your permission and to prevent unauthorised access to it. The computers that store the information are kept in a secure facility with restricted physical access and we use secure firewalls and other measures to restrict electronic access.

All of the information we collect or record is restricted to our offices. Only employees who need the information to perform a specific job are granted access to personally identifiable information. We will explicitly ask you when we need information to identify you. We may require you to co-operate with our security checks before we disclose information to you. We will retain your information for a reasonable period or for as long as is required by law.

### **Changes to the policy**

We may change this policy from time to time as we add new services or features or in response to changes in the law or our commercial arrangements. Any changes to this policy will be posted on [www.altima.co.uk](http://www.altima.co.uk) site.