

Privacy Policy

Introduction

We are committed to protecting the privacy of users of the web site. This privacy policy (“ **Privacy Policy** ”) is intended to inform you how we gather, define, and use personal information collected via the web site such as your name, address, telephone number and email address (“ **Information** ”). Please take a minute to read and understand the policy.

All your personal Information will be used in accordance with the Data Protection Act 1998 (the “ **Act** ”). If you want to know what information we collect and hold about you, please write to us at:

Wigston Paper and Board
Quantum House
Interlink Way South
Interlink Park
Bardon
LE67 1PG

Wigston Paper and Board is the data controller of your Information for the purposes of the Act.

Information Collection

We may collect Information about you when you request any information about us or our services, submit your personal details and/or complete any forms on the website.

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

We may collect and process the following data about you:

Information that you provide by filling in forms on our web site. This includes information provided at the time of submitting your contact details or requesting further information about our services.

Information about your computer including where available your IP address, operating system and browser type.

Details of your visits to our web site and the pages and resources that you access.

Use of Your Information

The Information we collect about you may be used to:

- send you further details of our services;
- contact you in response to any general or specific enquiries made by you;
- send you information about recent developments in areas in which you have expressed an interest;
- automate certain functions on our web site; and/or
- ensure content from our web site is presented in the most effective manner for you and your computer.

Disclosing Your Information to Third Parties

We may also disclose your Information to third parties in the following circumstances:

- if we sell or buy any business or assets, in which case we may disclose your personal data to the buyer or seller of such business or assets. You have the right to request us not to send such information or pass information to third parties for such purposes by indicating before submitting your Information whether you mind your Information being used in this way. Alternatively, you can exercise your right to do so by contacting sales @ wigstonpaper.com or by writing to us at the address at the beginning of this Privacy Policy;
- if we are under a duty to disclose or share your personal data to comply with any legal obligation or to enforce the terms of this Agreement and other agreement we may have with you or to protect our rights, property or safety or that of our clients or employees.

Cookies

We do not use cookies in our website.

Where we store your personal data

The data that we collect from you will be kept within England.

Your rights

Our web site may from time to time contain links to and from third party web sites. If you follow a link to their web sites, please note that these web sites have their own privacy policies and will be subject to separate terms and conditions and we do not accept any responsibility or liability for these sites. Please check the relevant privacy policies before you submit any personal data to these web sites.

If you have any additional questions, please send us an email at sales @ wigstonpaper.com