CD R&D Consultancy Services Ltd

Privacy Policy

CD R&D Consultancy Services Ltd is a Company registered in England, Registered Office: Old Printers Yard, 156 South Street, Dorking, Surrey, RH4 2HF. Company number 9396757.

This privacy policy explains how we use any personal information we collect about you.

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The information we collect about you

We collect information about you when you contact us or when you place an order for products or services. We also collect information when you voluntarily complete customer surveys and provide feedback. Website usage information is collected using cookies.

How we will use the information about you

We collect information about you to process your order, manage your account and, if you agree, to email you, write to you or telephone about other products and services we think may be of interest to you. In processing your order, we may send your details to, and also use information from credit reference agencies and fraud prevention agencies. CD R&D will not share your information for marketing purposes with companies outside CD R&D Consultancy Services Ltd.

Marketing

From time to time we would like to send you information about products and services of ours which may be of interest to you. If you have consented to receive marketing information, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email us at <u>craig.duckham@cdrnd.co.uk</u>.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at <u>craig.duckham@cdrnd.co.uk</u>. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Website, privacy and cookies policy

Our website contains links to other websites. This privacy policy only applies to URL <u>www.cdrnd.co.uk</u> so when you link to other websites you should read their own privacy policies.

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit <u>www.aboutcookies.org</u> or <u>www.allaboutcookies.org</u>. You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

Our website, provided by Weebly, Inc. (http://www.weebly.com), uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above. For more information about Weebly, Inc. and their privacy policy visit their website https://www.weebly.com/uk/privacy.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on the website. This privacy policy was last updated on 7 May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you by email: craig.duckham@cdrnd.co.uk or by telephone: +44 (0) 1372 377223 or in writing to CD R&D Consultancy Services Ltd, 109 Cobham Road, Leatherhead, Surrey, KT22 9HX. UK.

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