



## **Website Privacy and Security Policy**

WZ Packaging Ltd is committed to safeguarding your privacy.

This policy explains what information is collected and how that information is used.

In using our website, any of our services or providing us with personal information we will assume that you are agreeing to that information being used in the ways detailed in this policy.

### **1. WZ Packaging**

Headquartered in Telford, WZ Packaging Limited is a leading supplier of innovative and high-quality packaging solutions to many market sectors including food, confectionery and dairy, as well as cosmetics, pharmaceutical and industrial. WZ Packaging is known the world over for expertise in thin-gauge unsupported and laminated printed aluminium foil, and this is complimented by the expansion of our portfolio to include conversion of film based substrates.

### **2. Data Protection**

We will adhere to all relevant legislation including: EU data Protection Directive, the EU General Data Protection Regulation, the EU e-privacy Directive and any national legislation (including the UK Data Protection Act 1998).

We take our responsibilities under these acts very seriously and strive to ensure any personal information is held and used in accordance with the above. Please see our Data Protection Policy.

### **3. What Personal Information Do We Collect**

Personal information collected from our website, other than detailed directly below, is only captured via the contact form that you manually fill in. If you do request further information then that personal data provided will be recorded and stored in a database (and any backup copies). If any business is conducted then that personal information will also be used in emails (Office365) and on premise internal systems.

### **4. Use of Cookies & Third-Party Sites**

We may record domain name and / or IP address purely for website analytical purposes to tailor our website to our potential customers' changing requirements.

Cookies are small files that are stored on your local computer which can tailor preferences to each user. However, none of the cookies we use store personal information. They may store an identifier that could link to existing data that we already store. Most browsers allow users to control which cookies are accepted and to delete existing cookies.

From time to time we may use or link to other websites. These websites will have their own privacy and security policies. Please check these policies before you submit any personal data on these websites.

## **5. How We Use Your Information**

Personal information volunteered through the “Contact Us” form will be used in the first instance to contact you. Subsequently, we are permitted to use the information we collect about you to: process orders; manage your account; get your feedback. Where specific consent has been given, additional marketing information may be sent. If you have placed an order or trial then we may additionally communicate via phone or text.

## **6. Legal Enforcement and Who Will We Share the Information With?**

WZ Packaging will not sell or rent any information to anyone. Our website may use data, as detailed above, for site performance statistics and analytics. We may share your data with other organisations if we are under a legal duty to do so.

## **7. Protecting Your Personal Data**

Appropriate technical and organisational measures have been taken to protect the data we store, on premise, from access by unauthorised individuals and organisations. In situations where data is stored externally, such as Office 365 etc., we will use only reputable hosting companies which also adhere to security and privacy procedures at least as stringent as our own.

## **8. Ceasing Communications from Us**

If you decide you no longer want us to contact you we will act quickly once that preference is communicated. If you subsequently order from us or request product information then we will acquire such personal information that allows us to fulfil your request.

## **9. Monitoring Communications**

We may record telephone communications for our mutual protection, or be used for training purposes. To protect the operation of our computer systems we monitor both incoming and outgoing email.

## **10. Your Data Protection Rights**

You have the right to:

- Change your communication preferences
- Request removal of personal information from our systems
- Object to the processing of your information for marketing purposes
- Request a copy of the information we store about you
- Raise a complaint or concern about the way your information is used

## **11. Contact Us**

To complain or request a copy of your personal data held by us please email [it@wzpackaging.com](mailto:it@wzpackaging.com)

## **12. Changes to the Privacy and Security Policy**

This policy is kept under review. It was last updated May 2018. If we make changes to this policy we will indicate this on the website.