



**UNIT 6 LOVETT ROAD HAMPTON LOVETT INDUSTRIAL ESTATE  
DROITWICH SPA WORCS WR9 OQG  
TEL: 01905 794703 FAX: 01905 794704**

Company Registration Number 2963648

VAT Registration Number 646971789

# Privacy Policy

This privacy policy sets out how Leedan Packaging Limited (Company Registration No.2963648, whose registered office is Unit 6 Lovett Road. Hampton Lovett Industrial Estate. Droitwich Spa Worcester WR9 OQG) will use and protect any and all the information that you give to Leedan Packaging Limited when you contact us via Telephone, Email, Fax, Social media by using our website.

Leedan Packaging Limited is committed to ensuring that your privacy is protected. Should we ask you to provide information by which you can be identified as an individual person, you can be assured we will only use the information in accordance with this privacy statement.

Leedan Packaging Limited may change this policy from time to time by updating this page. Please check this page from time to time to ensure that you aware of any changes. This policy is effective from **08.05.18** and is compliant with the new May 2018 GDPR guidelines.

## [Who is protected by the GDPR?](#)

**Any EU citizen.** So, basically, anyone who is registered as living in or possessing a passport of an EU country. It doesn't matter where in the world YOU are based; if your contacts, leads, customers and so on are EU citizens then the GDPR applies to you

**Individuals whose data personally identifies them.** For example, [JackLeedan@live.com](mailto:JackLeedan@live.com) clearly identifies an individual. If you can identify who the person is from your data, then you absolutely need to comply with the GDPR.

## [GDPR - Individuals' rights](#)

### **Right to be Informed**

Data subjects have the right to be informed about what their data is being used for and how it's being used

**Right of Access**

They can request the personal or additional data you have on them. Their copy of the data must be crystal-clear and not contain any codes that would be meaningless to them.

**Right to Correction**

Any data that is inaccurate needs to be corrected. All data must be kept up to date.

**Right to Erasure**

This is the "right to be forgotten". If they ask you to remove or delete all the data you hold about them, you've got to.

**Information we may gather.**

We may collect the following information about you:

- Name and job title
- Contact information including Email address, Fax and Phone numbers.
- Demographic information such as Address and Postcode.
- Other information relevant for us to perform good customer service.

**What we do with the information we gather.**

We require this information to provide you with the goods and services you request from us as well as for the following reasons:

- Internal record keeping.
- Quotations.
- Order acknowledgements.
- Booking in deliveries.
- Accounting.- Invoicing, Statements, Remittances.
- Security.

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

**How we use cookies.**

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your requirements, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer requirements. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide a better website, by enabling us to monitor our websites performance. A cookie does not allow us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically

accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **Controlling your personal information.**

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to us at Leedan Packaging Limited, Unit 6, Lovett Road, Hampton Lovett Industrial Estate, Droitwich Spa Worcester, WR9 0QG or by emailing us at [info@leedan.co.uk](mailto:info@leedan.co.uk)
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think maybe of interest but only with your approval.
- You may request details of personal information that we hold about you. If you would like a copy of the information held on you please write to us at Leedan Packaging Limited, Unit 6, Lovett Road, Droitwich Spa Worcester, WR9 0QG
- If you believe that any information we are holding on you is incorrect or incomplete, please write to us or email as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

## **WEBSITE TERMS OF USE.**

If you continue to browse and use our website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern Leedan Packaging Limited's relationship with you in relation to our website. If you disagree with any part of these terms and conditions, please **do not** use our website.

The term 'Leedan Packaging Limited' or 'us' or 'we' refers to the owner of the website (Company registration Number. 2963648 ) whose registered office is Leedan Packaging Limited, Unit 6, Lovett Road, Hampton Lovett Industrial Estate. Droitwich Spa. Worcester, WR9 0QG. The term 'you' refers to the user or viewer of our website. The use of this website is subject to the following terms of use:

We do not guarantee that our site, or any content on it, will always be available. Access to our site is permitted on a temporary basis. We may suspend, withdraw, discontinue or change all or any part of our site without notice. We will not be liable to you if for any reason our site is unavailable at any time or for any period.

The content of the pages of this website is for general information and use only. It is subject to change without notice. Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law. Your use of any information or materials on this website is entirely at your own risk,

for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements. This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. All rights are reserved. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions. All trademarks reproduced in this website, which are not the property of, or licensed to the operator, are acknowledged on the website.

Unauthorised use of this website or its content may give rise to a claim for damages and/or be a criminal offence.

Nothing in these terms of use excludes or limits our liability for death or personal injury arising from our negligence, or our fraud or fraudulent misrepresentation, or any other liability that cannot be excluded or limited by English law.

To the extent permitted by law, we exclude all conditions, warranties, representations or other terms which may apply to our site or any content on it, whether express or implied.

We will not be liable to any user for any loss or damage, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, even if foreseeable, arising under or in connection with:

- Use of, or inability to use, our site; or
- Use of or reliance on any content displayed on our site.

If you are a business user, please note that in particular, we will not be liable for:

- Loss of profits, sales, business, or revenue;
- Business interruption;
- Loss of anticipated savings;
- Loss of business opportunity, goodwill or reputation; or
- Any indirect or consequential loss or damage.

If you are a consumer user, please note that we only provide our site for domestic and private use. You agree not to use our site for any commercial or business purposes, and we have no liability to you for any loss of profit, loss of business, business interruption, or loss of business opportunity.

We will not be liable for any loss or damage caused by a virus, distributed denial-of-service attack, or other technologically harmful material that may infect your computer equipment, computer programs, data or other proprietary material due to your use of our site or to your downloading of any content on it, or on any website linked to it.

We assume no responsibility for the content of websites linked on our site. Such links should not be interpreted as endorsement by us of those linked websites. We will not be liable for any loss or damage that may arise from your use of them.

Different limitations and exclusions of liability will apply to liability arising as a result of the supply of any goods by use to you, which will be set out in our terms and conditions of supply.

We do not guarantee that our site will be secure or free from bugs or viruses.

You are responsible for configuring your information technology, computer programs and platform in order to access our site. You should use your own virus protection software.

You must not misuse our site by knowingly introducing viruses, Trojans, worms, logic bombs or other material which is malicious or technologically harmful. You must not attempt to gain unauthorised access to our site, the server on which our site is stored or any server, computer or database connected to our site. You must not attack our site via a denial-of-service attack or a distributed denial-of service attack. By breaching this provision, you would commit a criminal offence under the Computer Misuse Act 1990. We will report any such breach to the relevant law enforcement authorities and we will co-operate with those authorities by disclosing your identity to them. In the event of such a breach, your right to use our site will cease immediately.

These terms of use, their subject matter and formation (and any non-contractual disputes or claims) shall be governed by the laws of England and Wales. Any disputes shall be subject to the exclusive jurisdiction of the English courts.