



## **Compact Orbital Gears Privacy Policy**

Compact Orbital Gears is committed to protecting the privacy of your personal information. We will maintain the privacy of and protect your personal information in accordance with Compact Orbital Gears normal procedures and all applicable law. Please read the following policy to understand how we will treat your personal information.

### **Collection and Use of Personal Information**

There are two ways we may collect and use information about you:

#### **1. Information you voluntarily provide:**

- **Website:** Compact Orbital Gears Limited collects the information you voluntarily provide when you use the Website, for example, the information you provide when you complete the online enquiry form. Some of this information will be personal information and Compact Orbital Gears will only use it for the purposes for which you provide it.
- **Business Operations:** Compact Orbital Gears will obtain contact information from you in relation to the setting up of a business contract to supply goods or services. Compact Orbital Gears will obtain contact information from you in relation to the purchase of goods or services.

#### **2. Information sent to us by your web browser**

- **Google Statistics** – Compact Orbital Gears collects information to support statistical reporting through Google Statistics. This information includes number of visits, length of stage, pages visited, geographical area etc. No personal data is collected by the Google Statistics process.
- **Cookies** – our website may collect data from your computer to assist in functionality of the website and your viewing and search experience. You may amend the way your device uses cookies through your settings.

## **Sharing and Retaining Personal Information**

We will only disclose your personal information to third parties under the following circumstances:

- to comply with the law or regulatory authorities
- to enforce or apply our terms of business
- to protect our rights and those of our users
- with your consent.

In such cases we will take appropriate steps to protect your personal information.

Compact Orbital Gears may also share your personal information with third parties we hire to perform support services for us. These third parties are required to use the personal information we share with them only to perform services on our behalf and to treat your personal information as strictly confidential.

Compact Orbital Gears may also share your personal information with associated group companies in respect of business activity.

Compact Orbital Gears retains the personal information collected only as long as necessary, for the purposes for which it was collected, or as permitted by applicable law.

## **Security**

All the data we collect from you is protected against unauthorised access. We maintain appropriate security measures and procedures to protect against the loss, misuse or alteration of information that we have collected from you.

We will not be responsible for breaches of security beyond our reasonable control.

## **Links to Third Party Sites**

Where there are links on the Website to other sites, not operated by Compact Orbital Gears, the content of those linked sites is not covered by this privacy policy and is not endorsed by Compact Orbital Gears. These other sites will have separate privacy and data collection practices.

We do not have responsibility or liability for these independent policies nor for the content, security or privacy practices of those other sites.

## **Contact**

We strive to ensure that all personal information we maintain is relevant, accurate, current and complete. If you have any questions regarding this policy or if you wish to review, update or correct your personal information, we can be contacted by mail or phone as follows:

Compact Orbital Gears Ltd

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## **Changes to this privacy policy**

This privacy notice was published on 21<sup>st</sup> May 2018

We may change this privacy notice from time to time—when we do we will inform you via our website.