

## **Privacy Policy**

Rexel Senate Ltd is responsible for the Rexel Senate website.

Rexel Senate will use any personal information collected from the website in accordance with all laws and regulations relating to the protection of personal data including the Data Protection Act 1998 (the "Data Protection Act"). Further details on the Data Protection Act can be found on the Information Commissioner's website ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk))

### **Which information do we collect?**

We collect the information that you let us have when you complete any form on the site. As well this information, we may collect other information such as the following:

- the IP address
- the pages you have visited on the site
- the length of time spent on the site
- any links you use to leave the site
- the web page you have come from

### **What we will do with the information we collect?**

We may use the information you provide to us to inform you on our special offers and new products.

We may contact you by e-mail, post, telephone, mobile phone (SMS and voice calls), and fax (by providing us with your contact details you expressly consent to our contacting you by fax for direct marketing purposes).

### **Cookies**

We use cookies on the site to store and sometimes to track information about you. Cookies are very small text files saved to your computer used to track user navigation around a website. Session cookies are used to store information on which content has been seen by a user.

#### **Disabling/Enabling Cookies:**

Users have the ability to accept or disable cookies by modifying the settings in their browser. Disabling cookies however may mean that some functionality may be affected. For further directions on how to disable cookies please click here: [www.allaboutcookies.org/manage-cookies/stop-cookies-installed.html](http://www.allaboutcookies.org/manage-cookies/stop-cookies-installed.html)

### **Disclosure of Data to Third Parties**

Rexel Senate will not disclose voluntarily provided details to third parties or use the information in any other way without your prior consent. On all pages where personal data is collected, a link to specific details on the use of this information will be provided.

The information you provide to Rexel Senate may indeed be accessed by companies who act for us for the purposes set out in this policy or for other purposes approved by you.

Where you have consented to receiving this third party information, we may also allow carefully selected third parties, including other companies in our group, to contact you occasionally about products and services which may be of interest to you. They may contact you by e-mail. If you change your mind about being contacted by these companies in the future, please let us know.

### **Newsletters unsubscribe**

Users have the option to unsubscribe from our mailing list. Simply contact us if you wish to stop receiving news from us, at the following address: [info@rexelsenate.co.uk](mailto:info@rexelsenate.co.uk) or by writing to Rexel Senate Ltd, Senate House, 6-16 Southgate Road, Potters Bar, Herts, EN6 5DS

### **Privacy compliance**

Our privacy policy is compliant with the following instruments: UK Data Protection Act 1998, the EU Directive on Data Protection 95/46/EC and the EU Directive on Personal Data in Electronic Communications 02/58/EC.

### **Access to your personal data - Who to contact in case they have questions about privacy**

You have the right to access your information held by Rexel Senate and, where necessary, to have it amended, rectified, completed or deleted. You can also request not to receive marketing information from us. We reserve the right to refuse to provide our visitors with a copy of their personal data, but will give reasons for our refusal. You will be able to challenge our decision to refuse to provide you with a copy of your personal data. We may provide you with a readable copy of the personal data that we keep about you, within 40 days of your request; we will require proof of your identity.

All requests shall be made to the following:

### **Privacy Policy changes**

This privacy statement may change at any time, so you may wish to check it each time you visit our website.