



CEAS Kent Ltd T/A Fireguard Privacy Policy

This privacy policy sets out how CEAS Kent Ltd uses and protects any information that you give.

CEAS Kent Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

CEAS Kent Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 10/05/2018.

What we collect?

We may collect the following information:

- ❖ Name and Job Title
- ❖ Contact information including email address
- ❖ Demographic information such as postcode preferences and interests
- ❖ Other information relevant to customer surveys and/or offers

Where do we store the data?

- ❖ Emails
- ❖ Documents
- ❖ Databases
- ❖ Backups
- ❖ Email lists

How do we protect and document the data we have?

- ❖ Passwords
- ❖ Limited Access
- ❖ Databases
- ❖ Secure filing/storage

How long do we plan to keep the data for?

- ❖ 7 years



What we do with the information we gather?

We require this information to understand your needs and provide you with a better service and in particular for the following reasons:

- ❖ Internal record keeping.
- ❖ We may use the information to improve our products and services.
- ❖ We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- ❖ From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interest.

Security

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

Links to other websites

Our website may contain links to other websites of interest for example our social media pages pour third part accreditation safety accreditations. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by the privacy statement.

Controlling your personal information

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

- ❖ Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- ❖ 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 or emailing us at enquiries@fireguardltd.com.
- ❖ 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.



You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR) which will replace the Data Protection Act 1998 on 25th May 2018.

If you would like a copy of the information held on you please write to CEAS Kent Ltd, 143 Canterbury Road, Margate, Kent, CT9 5BD.

Enquiries@fireguardltd.com

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

The logo for 'ceas' is written in a bold, lowercase, sans-serif font.The logo for 'FIREGUARD' is written in a bold, uppercase, sans-serif font. The letter 'I' in 'FIRE' is replaced by a stylized flame icon.

COASTAL ELECTRICAL, SECURITY & FIRE

Terms and Conditions

1. These conditions apply to all contracts & orders placed with the company, and amendment to these conditions or any other conditions which you seek to impose will be inapplicable unless expressly accepted by us in writing by a Company Director. Our quotations are not offers and no contract shall come into existence unless and until we have accepted in writing your order to carry out the service or supply the products specified in the quotation.
2. All contracts shall be deemed to incorporate these terms and conditions. No variation or addition to them shall form part of any contract unless specifically accepted by the Company in writing and signed by the Company Managing Director. They shall override and take the place of any other terms and conditions in any other document or other communication used by the buyer in concluding the contract with the Company.
3. As descriptions, drawings specifications and other particulars however issued or given by us or on behalf of us are intended to present general idea only of the products and services and will not form part of the contract or give rise to any liability on our part unless we expressly agree to the contrary in writing.
4. We shall use reasonable endeavours to deliver the products and/or complete the contract within the time agreed but we shall not be liable in any circumstances for any loss or damage of any kind whatsoever caused directly or indirectly by any delay in the delivery of the products and/or the completion is not of the essence of the contract.
Any time for delivery and/or completion of the contract (quoted or not) shall be extended by reasonable period if delivery and/or completion of the contract is hindered or delayed by any reason not entirely within our control (including but not limited to industrial disputes or action whether at our plant or not and shortage of materials or components parts caused otherwise than by our fault) or by any instruction or lack of instruction from you.
5. The price quoted does not include Value Added Tax. The price payable by you will be the value added tax payable (if any) in respect of the supply of goods or services hereunder.
If you do not pay any amount within 30 days of the date of the invoice interest shall be payable by you on the amount outstanding for the period beginning with the due date and ending with the date of payment at the rate of 3% over the Barclays Bank PLC base rate.
So long as any payment due from you to us is outstanding whether under the same contract or any other contract or transaction we shall be entitled to withhold delivery of products (even if the property therein has passed to you and/or they have been paid for) or suspend work on a contract.
6. Title in the goods do not transfer to the Customer until we have received payment in full of all sums then owed to us.
7. The price is based on the cost of us of materials, labour, transport and conforming to statutory obligation ruling at the date of quotation (or if there be no quotation, of your order). If between that date and the date of completion of the work, an increase occurs in any of those costs then the price shall be amended by the amount of such increase.
In addition you will pay to us any extra costs incurred as a result of delay in receipt by us of correct information required from you. Variation or suspension of work by your instructions or due to your lack of instructions or outstanding payments or interruptions, alterations, delays, mistakes, work overtime or working usual hours for which we are not responsible.
8. The contract will only include such goods or services as we have specifically agreed in writing to supply or undertake.
The price quoted or agreed only covers the provisions of safety equipment specifically stated in our quotation.
When electric power is required you are liable for the supply to your mains and it will be necessary for you to carry out all electrical wiring work between your mains, motor and starters and other electrical apparatus, the cases of contracts for mechanical handling equipment requiring electrical apparatus we include for the supply of the necessary electric motor but we do not include for the supply of the starter or control gear, unless otherwise stated.
9. Any notice which either party wishes to give under the contract shall be sent by prepaid letter post to the last known address of the other and shall be deemed to have been received within two days after the day of posting. Any reference to the date of notification shall relate to the deemed dates of receipt.
10. The Company reserves the right to amend its terms conditions of trade at any time without notice and a full copy of the updated terms and conditions of trade can be obtained from the company by request.
11. These conditions will be governed by and interpreted in accordance with English Law.



Consent

Here at CEAS Kent Ltd we take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details regarding the other products & services we provide.

We will never share your information with any third parties; the only exceptions being to our partners for the purposes of invoicing billing and certification etc. if relevant. Those partners in turn will also hold your data securely and will not pass your data on. We will never sell any of your data to anyone.

If you consent to us using your details & passing on your details for that purpose please tick to confirm:

I agree

I disagree

Communication: (please tick)

Post

Email

Telephone