



Mansell Building Solutions Privacy Policy

1.0 General

Your privacy is very important to us. This policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this policy. This website and its owners take a proactive approach to user privacy and ensures the necessary steps are taken to protect the privacy of its users throughout their visiting experience. We will never sell, rent or otherwise distribute or make public your personal information.

2.0 Relevant legislation

This website is designed to comply with the following national and international legislation with regards to data protection and user privacy:

- **UK Data Protection Act 2018 (DPA)**
- **EU Data Protection Directive 1995 (DPD)**
- **EU General Data Protection Regulation 2018 (GDPR)**

This site's compliance with the above legislation, all of which are stringent in nature, means that this site is likely compliant with the data protection and user privacy legislation set out by many other countries and territories as well. If you are unsure about whether this site is compliant with your own country of residences' specific data protection and user privacy legislation you should contact our data protection officer (details of whom can be found in section 16.0) for clarification.

3.0 Personal information that this website collects and why we collect it

This website collects and uses personal information for the following reasons:

3.1 Site visitation tracking

Like most websites, this site uses Google Analytics (GA) to track user interaction. We use this data to determine the number of people using our site, to better understand how they find and use our web pages and to see their journey through the website.

Although GA records data such as your geographical location, device, internet browser and operating system, none of this information personally identifies you to us. GA also records your computer's IP address which helps guard against hacking attempts but could be used to personally identify you, but Google do not grant us



access to this. We consider Google to be a third party data processor (see section 12.0 below).

GA makes use of cookies, details of which can be found on [Google's developer guides](#). FYI our website uses the analytics.js implementation of GA. Disabling cookies on your internet browser will stop GA from tracking any part of your visit to pages within this website.

3.2 Contact forms and email links

Should you choose to contact us using the contact form on our [Contact us](#) page, or an email link like [this one](#), none of the data that you supply will be stored by this website or passed to / be processed by any of the third party data processors defined in section 12.0. Instead the data will be collated into an email and sent to us over the [Simple Mail Transfer Protocol \(SMTP\)](#). Our SMTP servers are protected by [TLS](#) (sometimes known as SSL) meaning that the email content is encrypted before being sent across the internet. The email content is then decrypted by our local computers and devices.

3.3 Email newsletter

If you choose to join our email newsletter, the email address that you submit to us will be forwarded to Campaign Monitor who provide us with email marketing services. We consider Campaign Monitor to be a third party data processor (see section 12.0 below). The email address that you submit will not be stored within this website's own database or in any of our internal computer systems.

Your email address will remain within the Campaign Monitor database for as long as we continue to use Campaign Monitor services for email marketing or until you specifically request removal from the list. You can do this by unsubscribing using the unsubscribe links contained in any email newsletters that we send you or by [requesting removal via email](#). When requesting removal via email, please send your email to us using the email account that is subscribed to the mailing list.

Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in Campaign Monitor for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity (this is by no means a comprehensive list). This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.



If you are under 16 years of age you MUST obtain parental consent before joining our email newsletter. While your email address remains within the Campaign Monitor database, you will receive periodic newsletter-style emails from us.

4.0 Website search engine

Our website search is powered by SquareSpace and queries and results are logged anonymously to help us improve our website and search functionality. No user-specific data is collected by either Mansell Building Solutions or any third party.

5.0 People who email us

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with office policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

6.0 Our commitment to data security

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

7.0 Contact and communication

This website and its owners use any information submitted to provide you with further information about the products / services they offer or to assist you in answering any questions or queries you may have submitted. This includes using your details to subscribe you to any email newsletter program the website operates but only if this was made clear to you and your express permission was granted when submitting any form to email process. Or whereby you have previously purchased from or enquired about purchasing from the company a product or service that the email newsletter relates to. This is by no means an entire list of your user rights in regard to receiving email marketing material. Your details are not passed on to any third parties.

8.0 Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. 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 this privacy policy. We accept no responsibility or liability for such other websites. You should exercise caution when



entering personal information online and look at the privacy statement applicable to the website in question.

9.0 Adverts and sponsored links

This website is 100% advert free.

10.0 Social media platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. This website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

10.1 Shortened links in social media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy URLs [web addresses].

Users are advised to take caution and good judgement before clicking any shortened URLs published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine URLs are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

11.0 Cookies



A cookie is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. This website uses cookies to help identify and track visitors, their usage of the website, and their website access preferences. Visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using the website, with the drawback that certain features of this website may not function properly without the aid of cookies.

12.0 Our third party data processors

We use third parties to process personal data on our behalf. These third parties have been carefully chosen and all of them comply with the legislation set out in section 2.0. Where the third parties is based in the USA they are **EU-U.S Privacy Shield** compliant as required. Where the third party is not based in the USA they are certified under the **Model Clause Agreement**.

Google (**Privacy policy**)
Campaign Monitor (**Privacy policy**)
Campaign Monitor (**Data security**)

13.0 About this website's server

Name of host:**Heart Internet**
Location of servers: UK Data Centre
Heart Internet **Privacy Policy**

All traffic (transferral of files) between this website and your browser is encrypted and delivered over **HTTPS**.

14.0 Data breaches

We will report any unlawful data breach of this website's database or the database(s) of any of our third party data processors to any and all relevant persons and authorities within 72 hours of the breach if it is apparent that personal data stored in an identifiable manner has been stolen.

15.0 Data controller

The data controller of this website is: Mansell Building Solutions a UK Private Limited Company with company number 02503907.

Whose registered office is: Rigby House, Crown Lane, Horwich, Bolton, BL6 5HP.

16.0 Data protection officer

Mansell Building Solutions Ltd Rigby House Crown Lane Horwich Bolton BL6 5HP
Tel: 0161 428 4477 www.mansellbuild.co.uk



Angela Mansell
Managing Director, Mansell Building Solutions
Telephone: 0161 428 4477
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17.0 Changes to our Privacy Policy

This privacy policy may change from time to time inline with legislation or industry developments. We will not explicitly inform our clients or website users of these changes. Instead, we recommend that you check this page occasionally for any policy changes. Specific policy changes and updates are mentioned in the change log below.

17.1 Changes to this statement

Mansell Building Solutions' privacy statement is subject to change at any time. Mansell Building Solutions will post changes to this statement on our website prior to implementing any major changes.