



## **FIRE COMPLIANCE**

MANAGEMENT SERVICES

### **PRIVACY STATEMENT**

**Fire Compliance Management Services** is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our view and practices regarding your personal data and how we will treat it.

For the purpose of the data Protection Act 1998, the data controller is Fire Compliance Management Services Limited of 411A Warrington Road, Culcheth, Warrington, Cheshire WA3 5SW.

Fire Compliance Management Services limited will collect the personal details that you provide to us on our website for the purposes of providing you with services and/or information. In providing such services and/or information to you, we will only use your data in accordance with the terms of the following statement.

This statement sets out below:

- How personally identifiable information of yours is collected from you, through the website;
- How the information is used by us;
- With whom the information may be shared and for what purpose(s);
- What choices are available to you regarding collection, use and distribution of the information;
- The kind of security procedures that are in place to protect the loss, misuse or alteration of information collected through our website;
- How you can correct any inaccuracies in the information.

If you feel that FCMS is not abiding by its posted privacy policy, you should first contact: [enquiries@fcmsltd.com](mailto:enquiries@fcmsltd.com)

#### **Information Collection and Use**

Your personal data will be stored and used for the following purposes:

- information relating to any transactions carried out between you and us on or in relation to this website, including information relating to any purchases/services you may make.
- information that you provide when registering with us such as your name, email address and postal address along with your telephone number in the event that there are any issues.
- information that you provide to us for the purpose of subscribing to our website services, email notifications, and/or newsletters.
- any other information submitted to us with your consent.



## **FIRE COMPLIANCE**

MANAGEMENT SERVICES

All data is held securely and processed fairly and lawfully, in accordance with the UK's Data Protection Act 1998.

**If you do not wish FIRE COMPLIANCE MANAGEMENT SERVICES LIMITED to provide you with any details of our goods, services and promotions now or in the future, please notify us at [enquiries@fcmsltd.com](mailto:enquiries@fcmsltd.com).**

### **Cookies**

Cookies are used on this website. Defined, a cookie is a text file sent by a web server to a web browser and stored by the browser. The text file is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may use the information we obtain from a cookie in the administration of this website, to improve the website's usability and for marketing purposes and also to identify you in the event of further visits.

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>. You can, should you choose, disable the Cookies from your browser and delete all Cookies currently stored on your computer. This may prevent you from taking full advantage of the website. You can find out how to do this for your particular browser by clicking "help" on your browser's menu.

### **Log Files**

We use IP addresses to analyse trends, administer the site, track user's movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

### **Sharing**

We may share aggregated demographic information with our clients. This is not linked to any personal information that can identify any individual person. We will never sell or share with any third party any of your personal data.

### **Links**

This web site may contain links to other sites. Please be aware that FIRE COMPLIANCE MANAGEMENT SERVICES LIMITED is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each web site that collects personally identifiable information. This privacy statement applies solely to information collected by the FCMS website.



## **FIRE COMPLIANCE**

MANAGEMENT SERVICES

### **Security**

FCMS's website takes every precaution to protect our users' information. All of our users' information is restricted in our offices. Only employees who need the information to perform a specific job (for example, our accounts clerk or a marketing assistant) are granted access to personally identifiable information.

### **Where we store your personal data**

All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted [using SSL technology]. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **Correction/Updating Personal Information**

If your personally identifiable information changes (such as office address), we will endeavour to provide a way to correct, update or remove the personal data provided to us. This can usually be done by emailing: [enquiries@fcmsltd.com](mailto:enquiries@fcmsltd.com).

### **Notification of Changes**

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any time we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

### **Contact**

Question, comments and requests regarding this privacy policy are welcomed and should be emailed to [enquiries@fcmsltd.com](mailto:enquiries@fcmsltd.com)