



Privacy Statement

MONO Equipment is committed to respecting and safeguarding your privacy. We may need to handle personal information about you so that we can provide services to you. This Privacy Statement tells you how we treat that information.

When we ask you for personal information, we will ensure it is:

- Handled fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept for longer than necessary
- Processed inline with your rights
- Secure
- Not transferred without adequate protection

It is important that we keep your information accurate and up-to-date and so in return, we ask you to:

- Provide us with accurate information
- Inform us as soon as possible if there are any changes, such as a new address or a change of telephone numbers

Controllers of Information

Any personal information provided to, or gathered by, MONO Equipment is controlled by MONO Equipment, Swansea West Industrial Park, Queensway, Swansea SA5 4EB. Telephone: +44 (0)1792 561 234. Email: security@monoequip.com.

Data Collection

Personal Information

Personal information refers to any information that may be used to identify an individual including, but not limited to a title, a first and last name, email address, a postal address and any other contact information needed to provide a service you request.



MONO Equipment collects personal information when you request Information on any of our Products and when you request copies of our Catalogues and Brochures.

If you supply us with your postal address you may receive periodic mailings by post from us with information on new products and services or upcoming events. If you do not want us to contact you, you can choose to 'opt-out' and MONO Equipment will endeavour to respect your wishes. Please let us know by sending an email, by letter or by calling us using the contact details provided above.

Email

Persons who supply us with their email addresses may receive email contact from us regarding their purchases, orders, accounts etc.

In addition, we may contact you about new products or services or upcoming events by email. If you do not want us to contact you by email, you can choose to 'opt-out' and MONO Equipment will endeavour to respect your wishes. Please let us know by sending an email, by letter or by calling us using the contact details provided above

Cookies

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server which enables the web server to identify and track the web browser.

Our website uses Google Analytics which generates statistical and other information about website use by means of cookies. The information generated relating to our website is used to create reports about the use of the website. Google will store this information and their privacy statement can be found at <http://www.google.com/privacypolicy.html>.

Most browsers allow you to reject cookies if you desire to do so, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking 'Tools', 'Internet Options', 'Privacy', and selecting 'Block all cookies'. Blocking all cookies may, however, have a negative impact on the usability of many websites.

Third Party Organisations

MONO Equipment does not sell, trade or rent your personal information to anyone.

We may employ other companies and individuals to perform functions on our behalf. Such companies and individuals will have access to personal information needed to perform these functions but may not use it for any other purposes and are required to process the data in accordance with the UK's Data Protection legislation.



Disclosures

We may disclose information about you to our employees and subcontractors if necessary for the purposes set out in this document.

In addition, we may disclose information about you:

- To the extent that we are required to do so by law
- In connection with any legal proceedings or prospective legal proceedings
- In order to establish, exercise or defend our legal rights (including providing information to others for the purpose of fraud prevention and reducing credit risk)

Policy Amendments

Any amendments to this policy will be uploaded on to our website.

This Privacy Policy only covers MONO Equipment and its website www.monoequip.com. Links which may appear within this site to other websites are not covered by this policy; we are not responsible for the privacy policies of third party websites.

For more information please contact:

Data Protection Officer, MONO Equipment, Swansea West Industrial Park,
Queensway, Swansea SA5 4EB.