



**HLP (UK) Ltd Website Terms and Conditions.**

Welcome to our website. If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy governs HLP (UK) Ltd's relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website.

The term HLP (UK) Ltd's or 'us' or 'we' refers to the owner of the website whose registered office is HLP (UK) Ltd, 4 Cross Street, Beeston, Nottingham, England, NG9 2NX. Our company registration number is 04619653. The term 'you' refers to the user or viewer of our website.

**The use of this website is subject to the following terms of use:**

The content of the pages of this website is for your general information and use only. It is subject to change without notice.

This website uses cookies to monitor browsing preferences. Your information will not be passed on to any third parties.

HLP (UK) Ltd do not provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.

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Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence. From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).

Newbury Suite 1, Centrix@Keys, Keys Park Road, Hednesford, Staffordshire, WS12 2HA  
Tel:01543 275101 [www.hlpukltd.co.uk](http://www.hlpukltd.co.uk) @HLPUK

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Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.

**HLP (UK) Ltd website privacy policy.**

This privacy policy sets out how HLP (UK) Ltd uses and protects any information that you give HLP (UK) Ltd when you use this website.

**Information About Us**

“We, Us, Our” HLP (UK) Ltd are a limited company registered in England under company number 04619653 whose registered address 4 Cross Street, Beeston, Nottingham, England, NG9 2NX.

Our Site is operated by Verso Communications Ltd, a limited company registered in England under company number 5766254, whose registered address is of 26 Eastgate Street, Stafford, Staffordshire ST16 2LZ.

HLP (UK) Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

HLP (UK) Ltd may change this policy from time to time by updating this page. You should check this page periodically to ensure that you are happy with any changes. This policy is effective from 23<sup>rd</sup> May 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

**Your Rights**

As a data subject, you have the following rights under the General Data Protection Regulations (GDPR), which this Policy and Our use of personal data have been designed to uphold:

The right to be informed about Our collection and use of personal data;

The right of access to the personal data We hold about you

The right to rectification if any personal data We hold about you is inaccurate or incomplete

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The right to be forgotten – i.e. the right to ask Us to delete any personal data We hold about you (We only hold your personal data for a limited time, but if you would like Us to delete it sooner, please contact Us using our details at the top of this page.

The right to restrict (i.e. prevent) the processing of your personal data;

The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);

The right to object to Us using your personal data for particular purposes; and Rights with respect to automated decision making and profiling.

If you have any cause for complaint about Our use of your personal data, please contact Us using the details provided and We will do Our best to solve the problem for you. If We are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.

For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

### **Do We Share Your Data?**

We will not share any of your data with any third parties for any purposes.

In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal obligations, a court order, or a governmental authority.

We may sometimes contract with third parties to supply products and services to you on Our behalf. These may include payment processing, delivery of goods, search engine facilities, advertising, and marketing. In some cases, the third parties may require access to some or all of your data. Where any of your data is required for such a purpose, We will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights, Our obligations, and the obligations of the third party under the law.

We may compile statistics about the use of Our Site including data on traffic, usage patterns, user numbers, sales, and other information. All such data will be anonymised and will not include any personally identifying data, or any anonymised data that can be combined with other data and used to identify you. We may from time to time share such data with third parties such as prospective investors, affiliates, partners, and advertisers. Data will only be shared and used within the bounds of the law.

We may sometimes use third-party data processors that are located outside of the European Economic Area ("the EEA") (The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein). Where We

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transfer any personal data outside the EEA, We will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the UK and under the GDPR.

In certain circumstances, We may be legally required to share certain data held by Us, which may include your personal data, for example, where We are involved in legal proceedings, where We are complying with legal requirements, a court order, or a governmental authority.

#### **How we use cookies.**

Cookies are small text files that can be used by websites to make a user's experience more efficient.

The law states that we can store cookies on your device if they are strictly necessary for the operation of this site. For all other types of cookies we need your permission.

This site uses different types of cookies. Some cookies are placed by third party services that appear on our pages.

You can at any time change or withdraw your consent from the Cookie Declaration on our website.

#### **Links to other websites.**

Our website may contain links to other websites of interest. 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 statement. You should exercise caution and look at the privacy statement applicable to the website in question.

#### **Security.**

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

#### **Contact Us.**

If you have any questions about this Privacy Policy, the practices of this Website, or your dealings with this Website, please contact us at:

Address: Newbury Suite 1, Keys Business Village, Keys Park Road, Hednesford, Staffordshire, WS12 2HA.

Telephone: 01543 275101

Email: Design@hlpltd.net

**This document was last updated on 23rd May 2018**

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