

PRIVACY POLICY

At TCL Packaging Limited we are committed to maintaining the trust and confidence of visitors to our web site and users of our guest WIFI service at our physical location - The Opal Building, Stafford Park 6, Telford, Shropshire, TF3 3AT,UK. In particular, we want you to know that TCL Packaging is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. We just don't do that sort of thing. But just in case you don't believe us, in this Privacy Policy, we've provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Information Collection and Use

When you interact with us through our website or use our guest WIFI at our physical business location, we may collect information from you, as described below. TCL Packaging Limited is the sole owner of the information collected. We will not sell, share or rent this information to others. All personal data and information is managed by our nominated data controller who can be contacted using the email address sales@tcl-packaging.com

Purpose of Processing and Legal Grounds

We may process your personal information for our legitimate business interests e.g. direct marketing / data analytics / modifying or improving our services / identifying usage trends / determining the effectiveness of promotional campaigns and advertising.

“Legitimate interests” means the interests of our company in conducting and managing our business to enable us to give you the best service/products and the best and most secure experience. For example, we have an interest in making sure our marketing is relevant for you, so we may process your information to send you marketing that is tailored to your interests.

When we process your personal information for our legitimate interests, we make sure to consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. Our legitimate business interests do not automatically override your interests - we will not use your Personal Data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).

Categorisation

We collect and retain user information including but not limited to name, email address, telephone numbers, company details and roles. We categorise data based on user sectors and roles. The purpose of this categorisation is to ensure subscribers only receive direct marketing based on relevant and interested subjects.

Cookies

TCL Packaging is hereby allowed by website users to leave a “cookie” on their browser and is authorised to use the resulting data. You are advised to log out if you share this computer with other persons and if you leave cookies enabled on your IT equipment. A cookie is an alphanumeric identifier transferred to the user's hard disc by its Internet browser enabling TCL Packaging to recognise and offer goods and services. We use cookies to record session information, customise Web page content based on visitors' browser type or other information that the visitor sends. When someone visits www.tcl-packaging.com we use a

third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We may use IP addresses to administer the website, track user movement and gather demographic information for aggregate use. IP addresses can be linked to identifiable information including company domain names. We will not share this information with any third party.

Mailing Lists

As part of the registration process for our company mailing list we collect personal information. We use that information to tell you about products and services that you have asked us to tell you about; to contact you if we need to obtain or provide additional information and to check our records are right. We will not rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our email marketing communications. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [MailChimp's privacy notice](#).

You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing sales@tcl-packaging.com.

TCL Packaging Limited ensures all marketing communication complies with data protection law, including the European General Data Protection Regulation (GDPR).

We operate under one of two legal grounds for managing marketing communications subscribers:

- Individual email addresses: Opt-in only using our website sign up form.
- Corporate email addresses: Opt-in Sign up form on our website or Legitimate Interest. TCL Packaging only distributes direct marketing materials to subjects if we are satisfied legitimate interest exists. Before new subjects are included in our subscriber list we establish legitimate interest and provide information recommending inclusion in our direct mailing campaigns. All subjects have a clearly defined option to decline inclusion or unsubscribe on receipt. Unsubscribe requests are strictly adhered to and are permanently removed from the relevant mailing lists.

Data Retention

Data will be retained securely within our database until such time as the subscriber requests removal or we deem the data is no longer valid. The user has the right to withdraw consent at any time. The user has the right to lodge a complaint via the email address sales@tcl-packaging.com

Links

The www.tcl-packaging.com website may contain links to other external websites. We are not responsible for the privacy practices of these linked websites. Please read the privacy statements of each website that collects identifiable information for further information.

Security

The www.tcl-packaging.com website has a valid Extended Validation SSL Certificate. This ensures our website provides encryption and data integrity and demonstrates that our website takes every precaution to protect users' information. When users submit sensitive information via the website, their information is protected both online and offline.

Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request sales@tcl-packaging.com

Use of Guest WIFI at our physical location

When you use TCL Packaging's guest WIFI service we may collect data about your device; the volume of data which you use; the websites and applications which you access; and your usage by access time, frequency and location. We will not share this information with any third party unless we are legally obliged to do so.

Questions or comments?

If you have any questions or comments regarding this Privacy Policy or the practices of TCL Packaging Limited, please contact us using the email address sales@tcl-packaging.com

Changes to our policy

If our information practices change at some time in the future, we will post the policy changes to our Web site to notify you of these changes. If you are concerned about how your information is used, you should check back at our Web site periodically.

Issued 24th May 2018
TCL Packaging Limited