**Website Privacy Policy**

This privacy policy sets out how AGM Services Ltd uses and protects any information that you give AGM Services Ltd when you use this website.

AGM Services 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.

AGM Services Ltd is compliant with the Data Protection Act. and with the Distance Selling Directive of the European Community

AGM Services Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 16th October 2017.

**What we collect**

We may collect the following information:

* name and job title
* contact information including email address and phone numbers
* demographic information such as postcode
* other information relevant to customer surveys

**What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

* Internal record keeping.
* We may use the information to improve our products and services.
* We may periodically send promotional emails about new products, offers or other information which we think you may find interesting using the email address which you have provided.
* From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

**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, including secure server software (SSL 128Bit) for encryption of your credit card information, and digital server identity technology to ensure that your connection to our websites are secure. Firewalls are used to block unauthorised traffic to our servers. The servers are securely located and accessible only by authorised personnel. The relevant SSL Security certification is available on request.

**Online Purchases**

When you register or buy from our site, we need to know your name and email address and postal address, telephone numbers, and your debit/credit card details. We gather this information to allow us to process your registration, open an account for you and facilitate your purchase. By submitting your information and acknowledging the relevant notice on this site you are giving your informed consent to the use of that information as set out in this policy.

**How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**Links to other websites**

Our website contains links to other websites of we feel may be 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.

**Controlling your personal information**

We will not provide any information about you to third parties. However we may send you promotional information from time to time. If you do not wish to receive this information please send an email to [sales@agm-services.co.uk](mailto:sales@agm-services.co.uk). We never use the data saved on cookies to contact you via post, email or phone.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to; Data Protection Officer, AGM Services Limited, Southgate Industrial Park, Cross Street, Heywood, Lancashire OL10 1PW.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.