

## a2n Management Limited - Privacy Policy

Our Privacy Policy has been updated to ensure our compliance with the General Data Protection Regulation (GDPR). In it, we describe:

- What we do
- Our commitment to privacy
- The information we hold
- How we use your data
- Who data is shared with
- How we safeguard data
- Cookies & Google Analytics
- Website Privacy13
- Links
- How long we keep data
- Your Rights
- Who to contact

### What we do

a2n Management is a Limited (a2n) is a company registered at companies house with Company no. 5028625. In order to run our business we hold information about our customers and contacts we have made within the industry. This information is occasionally used to keep our contacts up to date with our services.

### Our commitment to privacy

a2n is committed to ensuring that the privacy of individuals is protected in accordance with the law. This Privacy Policy explains how we deal with personal data and what steps can be taken by individuals to exercise their rights under GDPR. To make this notice easy to find, it is published on our website and where possible, made available at the point that personal information is sought.

### The information we hold

We hold information about our customers, prospective customers, suppliers, industry and business contacts to enable us to conduct our business as a Limited company. We only process the minimal amount of personal data which may include an individual's name, job title, email address and telephone number(s). If your business operates from home, this may also include your postal address.

#### **How we use your data**

The legal basis on which we process your personal information is dependent upon our relationship with you. We may use and process your personal information where:

#### **Contract**

it is necessary for the performance of a contract with you or in order to take steps at your request before entering into a contract with you, with the purpose of providing information about our activities and services.

## Consent

You have consented for us to do so for the purposes of contacting you via email, post or telephone with marketing information about our services.

## Legitimate Interest

it is necessary for us to pursue our legitimate business interests, i.e. the interests of our organisation in conducting and managing our business to enable us to offer the best service. This includes liaising and communicating with a range of business contacts for the benefit of our customers and the wider fenestration industry. You have the right to object to this processing if you wish as described under 'Your Rights'. Please bear in mind that if you object to the processing of your data, this may affect our ability to carry out certain tasks for your benefit.

## Who data is shared with

We do not sell personal information. Your data is only disclosed to a2n employees.

We currently use Mailchimp to distribute our Newsletter. We gather and review statistics around email opening and clicks to improve our reach and content. Mailchimp is a corporation based outside of the UK; for further information on their compliance with EU regulations please see Mailchimp's [Privacy Policy](#).

## How we safeguard data

Our IT systems are regularly updated to ensure data security. Our cloud servers which holds/backups our data is monitored and patched to maintain security. In addition, our systems are fire-walled from external access and internal access is controlled via password protection.

## Cookies & Google Analytics

### Cookies

Our websites do not use cookies.

### Google Analytics

This Service uses Google Analytics to monitor and analyse the use of our Service. Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data may be shared with other Google services. Google may use the collected data to contextualise and personalise the ads of its own advertising network. You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity. For more information on the privacy practices of Google, please visit the Google Privacy & Terms [web page](#).

### Security of Data

The security of your data is important to us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. Whilst we take the necessary precautions to protect your Personal Data using commercially acceptable means such as Virtual Private Networks, we cannot guarantee its absolute security.

## Website Privacy

We build and maintain our own websites and place these on commercial secure servers.

## Links

Our website may contain links to the websites of other organisations outside of our control. We provide these links solely for your information and convenience. This policy does not apply to those other websites and we encourage you to read their privacy statements. In addition, if you linked to our website from a third-party website, we cannot be held responsible for the privacy policies and practices of the owners and operators of that third-party website and we recommend that you check their privacy policy.

## How long we retain data

The length of time we retain data is determined by a number of factors including the purpose for which we use that information and our obligations under the law. We regularly review our records and databases to ensure they remain current and we do not retain personal information for any longer than is necessary.

### **Your Rights**

You have a number of rights in relation to the information that we hold.

### **Accessing your information**

You have the right to ask for a copy of the information that we hold about you by emailing or writing to us at the address below.

### **Correcting and updating your personal information**

If the information we hold about you is incorrect, you have the right to request rectification. We will amend any errors found.

### **Removing your personal information**

You can ask for your personal data to be removed from our records by emailing or writing to the address below. We will make every effort to comply with your request provided we are legally able to do so.

## Who to contact

If you have any questions, suggestions or concerns about the processing of your personal information or wish to amend, update, or remove your details, please contact:

Adrian Toon - Director  
a2n Management Limited  
28 Weaver Brook Way, Wrenbury  
Cheshire. CW5 8FS

Email: [adrian.toon@a2n.co.uk](mailto:adrian.toon@a2n.co.uk)