

Website Privacy (GDPR) Policy

Overview

This *Website Privacy (GDPR) Policy* applies between you, the *User* of this Website and *Access Platform Sales Ltd*, the owner and provider of this website. *Access Platform Sales Ltd* takes the privacy of your information very seriously. This *policy* applies to our use of all data collected by us or provided by you in relation to your use of the website.

Please read this privacy policy carefully.

Definitions and Interpretation

In this *privacy policy*, the following definitions are used:

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| Data | Collectively all information that you submit to <i>Access Platform Sales Ltd</i> via the website. This is in accordance with the <i>Data Protection Act (1998 or 2018)</i> and the <i>General Data Protection Regulation (GDPR)</i> |
| Access Platform Sales Ltd, we or us | <i>Access Platform Sales Ltd</i> , a company incorporated in England and Wales with registered number: 02098515, and whose registered office is at Leewood Business Park, Upton, Huntingdon, Cambridgeshire, PE28 5YQ; |
| User or you | Any third party that accesses the website and is not either (i) employed by <i>Access Platform Sales Ltd</i> and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to <i>Access Platform Sales Ltd</i> and accessing the website in connection with the provision of such services. |
| Website | The website that you are currently using, <i>www.accessplatforms.co.uk</i> , and any sub-domains of this site unless expressly excluded by their own <i>terms and conditions</i> . |

In this *Website Privacy Policy*, unless the context requires a different interpretation:

- The singular includes the plural and vice versa;
- References to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this *policy*;
- A reference to a person includes firms, companies, government entities, trusts and partnerships;
- 'including' is understood to mean 'including without limitation';
- Reference to any statutory provision includes any modification or amendment of it;
- The headings and sub-headings do not form part of this *policy*.

Scope of this Website Privacy Policy

This *Website Privacy Policy* applies only to the actions of *Access Platform Sales Ltd* and Users with respect to this website. It does not extend to any websites that can be accessed from this website including, but not limited to, any links we may provide to social media websites.

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Date Collected

We may collect the following Data, which includes personal Data, from you:

- a. Name
- b. Contact information such as email addresses and telephone numbers
- c. Information regarding any enquiries you make to us
- d. Information regarding to job applications – for example employment history, date of birth, NI insurance number etc.

Our Use of Data

For purposes of the *Data Protection Act (1998 or 2018)* and the *General Data Protection Regulation (GDPR)*, Access Platform Sales Ltd is the 'data controller'.

We will retain any data you submit for 6 months or for as long as is necessary to fulfil the purposes for which it is collected.

Unless we are obliged or permitted by law to do so, and subject to any third-party disclosures specifically set out in this *policy*, your data will not be disclosed to third parties. This includes our affiliates and/or other companies within our group.

All personal data is stored securely in accordance with the principles of the *Data Protection Act (1998 or 2018)* and the *General Data Protection Regulation (GDPR)*. For more details on security see the clause below (**security**). Any or all of the above data may be required by us from time to time to provide you with the best possible service and experience when using our website. Specifically, data may be used by us for the following reasons:

- a. Internal record keeping;
- b. Recruitment
- c. Answering questions and enquiries

In each case, in accordance with this *policy*.

Third Party Websites and Services

Access Platform Sales Ltd may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the website. The providers of such services do not have access to personal data provided by Users of this website.

We partner with Microsoft Clarity and Microsoft Advertising to capture how you use and interact with our website through behavioral metrics, heatmaps, and session replay to improve and market our products/services. Website usage data is captured using first and third-party cookies and other tracking technologies to determine the popularity of products/services and online activity. Additionally, we use this information for site optimization, fraud/security purposes, and advertising. For more information about how Microsoft collects and uses your data, visit the [Microsoft Privacy Statement](#).

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Links to Other Websites

This website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This *policy* does not extend to your use of such websites. You are advised to read the *privacy policy or statement* of other websites prior to using them.

Changes of Business Ownership and Control

Access Platform Sales Ltd may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of *Access Platform Sales Ltd*. Data provided by Users will, where it is relevant to any part of the business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the data for the purposes for which it was originally supplied to us.

We may also disclose Data to a prospective purchaser of our business or any part of it.

In the above instances, we will take steps with the aim of ensuring your privacy is protected.

Controlling Use of your Data

Wherever you are required to submit Data, you will be given options to restrict our use of that Data. This may include the following:

- a. Use of Data for direct marketing purposes; and
- b. Sharing Data with third parties.

Functionality of the Website

To use all features and functions available on your website, you may be required to submit certain Data.

Accessing your own Data

You have the right to request in writing a copy of any of your personal Data held by *Access Platform Sales Ltd* (where such Data is held) there is no charge for this, and the information will be provided within 1 month of receipt of the request.

You have the right to withdraw your data at any time – this must be requested in writing.

You have the right to change your data at any time – this must be requested in writing.

You have the right to restrict processing of personal data; for example, if you want to establish its accuracy – this must be requested in writing.

Users 17 and under

To submit data via our website you must be aged 18 or over. If we learn that we have collected personal information from anyone aged 17 or under and have not received the consent of the parent or guardian, we will erase the information immediately.

If you believe that we may have information from anybody aged 17 or under without the consent of the parent or guardian please contact us on 01480 773556 (Monday – Friday, 9am- to 5pm).

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Security

Data security is of great importance to *Access Platform Sales Ltd* and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure data collected via this website.

We endeavour to do our best to protect your personal data. However, transmission of information over the internet is not entirely secure and is done at your own risk. We cannot ensure the security of your Data transmitted to the Website.

IP Addresses

We may collect an IP address upon the user visiting the Website. We do not link IP addresses to individuals.

IP addresses will be used for research and are not provided to third parties.

Cookies

We employ several cookies across our website to enhance the user experience. Further information on the cookies we employ is below:

- a. **Session Cookies:** these allow our users to link their actions during browser sessions. They expire after a session and are not stored long term. We use this information to collect data on how our visitors use the Website e.g. what type of browser they are using, and which pages are popular.
- b. **Persistent Cookies:** these are stored on a user's device in between browser sessions, this allows the preferences or actions of the user across a site to be remembered. These help us provide the user with the optimum text size and colour options etc.

General

This *policy* also covers information submitted via email, fax, over the phone & via letter.

By submitting your data, you are providing consent to the collection and use of this information as detailed within this *policy*.

If you do not agree with the processing as detailed within this *policy*, please do not submit any personal data to us.

You may not transfer any of your rights under this *policy* to any other person. We may transfer our rights under this *policy* where we reasonably believe your rights will not be affected.

If any court or competent authority find that any provision of this *policy* (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this policy will not be affected.

Unless otherwise agreed, no delay, act or omission by a party in exercising any right of remedy will be deemed a waiver of that, or any other, right or remedy.

This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

No automated decision making or profiling will occur from submission of your data.

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You also have the right to make a complaint to the *Information Commissioner's Office (ICO)*, the UK supervisory authority for data protection issues, at any time. The *ICO's* contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745
Website - <https://ico.org.uk/concerns>

Changes to this Website Privacy Policy

2. *Access Platform Sales Ltd* reserves the right to change this *policy* as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the website, and you are deemed to have accepted the terms of the *policy* on your first use of the website following the alterations.

You may contact *Access Platform Sales Ltd* by email at sales@accessplatforms.co.uk or writing to Data Protection Officer, Access Platform Sales Ltd, Leewood Business Park, Upton, Huntingdon, Cambridgeshire, PE28 5YQ.

Attribution

3. These terms and condition were partially created using a document from Rocket Lawyer (<https://rocketlawyer.co.uk>).

Signed:



Andy Bray
Managing Director

Date:

5th February 2026