

## Privacy Policy

Foremost cares

Your privacy is important to us

### Welcome to the Foremost Privacy Policy

We take data protection seriously and this policy explains how we use and safeguard your data. As a result, this is designed to be written in plain English that is easy to understand, instead of complicated jargon.

The GDPR regulation requires conditions including fair lawful and transparent processing of data. In stating clearly here how we process data it is intended to be transparent. Fair and lawful means legitimate purposes, in line with what our customers would expect us to do, in a way that does not ever restrict or damage “rights and freedoms” and is not a surprise or unexpected action to the companies or personnel involved.

If you have any further questions we welcome them by email at [info@foremost-uk.com](mailto:info@foremost-uk.com) or by phone at 01243 771340.

### Information we send you

All information included in any email from Foremost, including attachments, is confidential and intended for the addressee only. If you are not the intended recipient of an email, you are not authorised to disclose, copy, distribute or retain the message or any part of it. If you have received it in error please notify the sender on the above number or by return email immediately and delete the email from your system. Any views or opinions presented with the message are those of the author and do not necessarily represent those of Foremost. You should perform your own virus checks before opening any emails or attachments. We cannot accept liability for any viruses transferred by way of an email from Foremost.



### Information we collect

- Via Google Analytics, anonymous statistics for analytics and improvement purposes. This is anonymous, aggregate statistical data that cannot be used to identify you personally; it does not include your name, email, IP address or similar.
- Information that you provide yourself, by filling in forms on our website, such as when you make contact with us or set up a user account to purchase goods or fill in a Credit Account application form. This information is as provided directly by you.
- Information is provided to us when you communicate with us for any reason.

### Use of your Information

Any personal information that we collect and store is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- To provide you with the information requested from us, relating to our products or services.
- To provide information on other products that we feel may be of interest to you, where you have consented to receive such information, or if you have purchased from us before, or have discussed/negotiated/quoted products before, or we have a genuine reason to believe it to be in your interest. You may of course withdraw consent at any time.
- NOTE: When receiving any form of promotion from Foremost you can of course opt out at any time, either by the unsubscribe link at the bottom or by replying with the words "opt out" or "unsubscribe".
- To meet our contractual commitments to you.

### Disclosing your information

- We never sell or exchange your data for marketing purposes
- Where it is necessary to fulfil our commitments for you, for example making a delivery via a delivery network, we disclose the appropriate address and delivery contact details information to the relevant organisation, in order to successfully fulfil the commitment.
- Where applicable, we may disclose your personal information to third parties:
- Where we are legally required to do so.
- Where we sell any or all of our business and/or our assets to a third party.
- To assist fraud protection and minimise credit risk

### Third-party links and websites

It should be noted that the Website contains links to third-party sites, for example, LinkedIn. If you follow a link from the Website to a third party's website, this privacy policy will no longer apply. Foremost Pro Ltd is not responsible for the information handling practices of any third-party websites and recommends that you read the privacy policy specific to such websites.



## Data security

Foremost Pro Ltd will keep your information secure by taking appropriate measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage. Foremost Pro Ltd will retain your information for as long as it is needed for the purposes set out in this privacy policy or as otherwise required by law.

Foremost Pro Ltd uses Paypal for secure card transactions online.

More information about Paypal can be found at:

<https://www.paypal.com/en/webapps/mpp/ua/privacy-full>

<https://www.paypal.com/uk/webapps/mpp/ua/privacy-prev>

## Credit Information

Credit checks will be carried out on your company with credit reference agencies when you register with us, and further searches may be carried out before accepting orders or increased levels of credit. Credit reference agencies may record these searches. We may share information about you and the conduct of your account with agencies or relevant third parties.

This Information about you may be used to verify your identity and for assessing credit assessment. We may also use such information for payment recovery or tracing fraud and debt. We may pass on details of defaulting accounts to appropriate third parties.

Foremost Pro Ltd may share your information with credit reference agencies and other third parties (as described in section 4 above).

Foremost Pro Ltd trading as Foremost.

Registered in England and Wales no. 8711807.

Registered address: Units 3-4 Oldlands Way, Southern Cross Trading Estate, Bognor Regis, PO22 9SE.

Please see the "Contact Us" page for further company details.

Thank you for your interest in this document.

We are committed to your privacy. This policy is subject to change, so please revisit this page periodically for updates. If you have any questions, feel free to contact us using the contact details provided.

Darryl Penson

MANAGING DIRECTOR