

Hydrajaws Data Protection and Privacy Policy

Last updated: **25.4.18 Revision V1.0**

This document informs you of our policies regarding our collection, use and disclosure of personal and company information and data. Hydrajaws are registered with the Information Commissioner's Office on the Data Protection Register (no. Z5906578).

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1. Terms used

Hydrajaws Limited ("us", "we", "the company" or "our") operates <http://www.hydrajaws.co.uk> (the "site").

"Hydrajaws headquarters" refers to the main working office of Hydrajaws Limited. This is secured and alarmed outside working hours and resides within a secure courtyard. During working hours the building is locked and access is only gained by permission of a member of Hydrajaws Limited's employees that have the recognised authority.

"Hydrajaws Servers" refers to our data servers located physically at Hydrajaws headquarters in a locked server cabinet – and protected electronically by passwords (available to authorised staff only) and a firewall system to prevent hacking.

2. Information we collect and use

In our normal business practice we collect various data concerning our customers.

This data can include: Company name, address, telephone number, email and website address.

Some of these customers are large corporations and some are one-man sole traders.

This information is kept securely at Hydrajaws Limited headquarters either:

- in paper form, in a restricted cabinet at Hydrajaws headquarters.
- in electronic form, securely on Hydrajaws servers.

In some instances bank details are supplied by companies (e.g. on suppliers invoices.) in paper form or electronically. These are kept in our restricted cabinet at Hydrajaws headquarters or on our secure Hydrajaws server.

- Credit Card Information

Within normal working practice, credit card payments may be taken over a telephone or in person. When payment transactions have been completed the payment receipt is retained and securely stored in a locked cabinet within Hydrajaws headquarters. Any further credit card information received is deleted (either electronically or physically). We do not store – in any form – the full details of anyone's Credit card information (receipts only record part of the card number).

- Website and electronic data collected and used

While using our website, you may fill in a contact form and provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to, your name, email, company name, telephone number and type of business.

This information is stored on our secure email servers at Hydrajaws headquarters and will only be kept for the required amount of time it is needed.

- Log Data

Like many site operators, we collect information that your browser sends whenever you visit our Site ("Log Data").

This Log Data may include information such as your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyze this. For further information please see our Cookie policy.

- Communications

When opted in, we may use your Personal Information to contact you with newsletters, marketing or promotional materials and other information that would be beneficial to yourselves.

3. HYDRAJAWS Bluetooth Digital App Privacy Policy

This privacy policy governs your use of the software application Hydrajaws Bluetooth Digital ("Application") for mobile devices that was created by Hydrajaws Limited. The Application is designed to be used in conjunction with our Bluetooth digital gauges. We do not use any information you provide on this application to contact you with any sales information, required notices and marketing promotions unless specifically opted-in. In addition, the Application will not collect information automatically, including, but not limited to, the type of mobile device you use, your mobile devices unique device ID, the IP address of your mobile device, your mobile operating system, the type of mobile Internet browsers you use, and information about the way you use the Application. We will not share your information with third parties.

When you visit the mobile application, we may use GPS technology (or other similar technology) to determine your current location in order to determine the city you are located within and display a location map purely to include as data within your own app report. We will not share your current location with other users or partners.

You can stop all collection of information by the Application easily by uninstalling the Application. You may use the standard uninstall processes as may be available as part of your mobile device or via the mobile application marketplace or network. Your Consent by using the Application, you are consenting to our processing of your information as set forth in this Privacy Policy now and as amended by us. "Processing," means using cookies on a computer/hand held device or using or touching information in any way, including, but not limited to, collecting, storing, deleting, using, combining and disclosing information.

The Hydrajaws Bluetooth Gauge may involve a utilization sign-up procedure which requires the supplying of information that is required to operate the remote system. This data is concerned with the connection of a customer with the gauge supplied, in order to provide operations required. This data is stored in a database on a remote server operated in the cloud by a third party company. Hydrajaws have assurances that the third party company operates within a required level of security to protect this data. Any access to this data is securely protected and only available to authorised staff at Hydrajaws. This data is not shared with any other third party.

Contact us if you have any questions regarding privacy while using the Application, or have questions about our practices, please contact us via email at tester@hydrjaws.co.uk.

4. Hydrajaws Website Cookie Policy

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality.

For more general information on cookies see the Wikipedia article on HTTP Cookies.

How We Use Cookies.

We use cookies for a variety of reasons detailed below. Unfortunately in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

Disabling Cookies.

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of this site. Therefore it is recommended that you do not disable cookies.

The Cookies we set :

Third Party Cookies

In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through our website.

This site uses Google Analytics which is one of the most widespread and trusted analytics solution on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

For more information on Google Analytics cookies, see the official Google Analytics page.

Third party analytics are used to track and measure usage of this site so that we can continue to produce engaging content. These cookies may track things such as how long you spend on the site or pages you visit which helps us to understand how we can improve the site for you.

From time to time we test new features and make subtle changes to the way that the site is delivered. When we are still testing new features these cookies may be used to ensure that you receive a consistent experience whilst on the site whilst ensuring we understand which optimisations our users appreciate the most.

More Information

Hopefully that has clarified things for you and as was previously mentioned if there is something that you aren't sure whether you need to or not it's usually safer to leave cookies enabled in case it does interact with one of the features you use on our site.

However if you are still looking for more information then you can contact us through one of our preferred contact methods.

5. Security

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security. We have procedures and security features in place to keep your data secure once we receive it.

6. Reasons for data collection and/or use

All of the data mentioned in this document is collected and kept only for as long a period of time as deemed necessary and for one or more of the following purposes :

1. Performance of a contract.
2. Legitimate interests pursued by Hydrajaws Limited and a third party (e.g. customer/supplier).
3. Consent given for the purposes of promotional or informative notifications.

Data and details of customers who no longer trade with us will be kept securely (as described above) for as long as deemed necessary for one or more of the above purposes.

7. Data we do not collect

Hydrajaws do not collect individual's data that is of a personal level. This includes things such as religious beliefs, age, family details and political opinions.

8. Disclosing your information

We may pass on your personal information only if we have a legal obligation to do so, or if we have to enforce or apply our terms of use and other agreements. We won't share your information with any other organisations for marketing, market research or commercial purposes, and we don't pass on your details to other company websites or third parties.

9. Request a viewing and/or terminating of data

Viewing and terminating of Hydrajaws Limited data can be requested by the owner of that data at any time within working hours. This request must be addressed to the Hydrajaws Data Protection Officer at the normal points of contact (see Contact information at the end of this document).

This request will be reviewed and either :

1. the appropriate data will be made available and/or erased (either electronically deleted or physically shredded) within an agreed time scale.
2. a communication will be set up with the requesting individual to discuss a practical way to proceed if we feel that erasing requested data would impede our normal working relationship.

The owner of personal data will also have the right to correct it, if the data is wrong.

10. Physical data erasure

Any physical data that needs to be deleted, or considered to be unnecessary to store, is placed in locked and secure bins at Hydrajaws headquarters. On a bi-monthly basis we employ a specialised third-party company to come and secure the contents of these bins to be taken away and confidentially shredded and 100% recycled.

11. Hydrajaws Employees and Data Protection

All our employees at Hydrajaws are informed and kept up-to-date with our data protection policies and practices. These policies are detailed in the Hydrajaws Data Protection Procedures Staff Handbook provided to them.

Employees are also informed of the company's policies regarding their own personal data. This is detailed in a consent form that is agreed, signed by them and a copy stored securely at Hydrajaws headquarters.

12. Policy for a data breach

In the unlikely event of a data breach, we will ensure all parties involved will be informed immediately. Hydrajaws will arrange an internal meeting with all parties involved which would decide how to rectify the breach and take an actions necessary to prevent any further breaches.

13. Changes to this Privacy Policy

This Hydrajaws Data Protection and Privacy Policy is effective as of today and will remain in effect except with respect to any changes in its provisions in the future.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any significant material changes to this Privacy Policy, we will notify you by placing a notice on our website.

14. Contact Us

If you have any questions about this Hydrajaws Data Protection and Privacy Policy, please contact the Data Protection Officer at one of the following:

The Data Protection Officer, Hydrajaws Limited, 20/21 The Courtyard, Gorse Lane, Coleshill, Birmingham B46 1JA, UK.

Email: tester@hydrjaws.co.uk – for the attention of the Data Protection Officer.

Tel: +44(0)1675 430 370