



Terms and Conditions

The General Data Protection Regulation (“GDPR”) comes into force on 25th May 2018. The new regulation aims to standardise data protection laws and processing across the EU, enabling individuals a stronger, more consistent right to access and control their personal information. The purpose of this notice is to make you aware of how we will handle your personal data.

Our commitment

Thomas Armstrong (Holdings) Limited are committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. Thomas Armstrong (Holdings) Ltd respects your privacy. Across our organisation, we will only collect, store or use your personal information for specific purposes relating to the actual or potential use of our products and services. We use your information to support and enhance our relationship with you; for example to provide service and support, share product and technical information, career and news offerings.

During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) as we recognise the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 1998 (DPA).

How we share your information

We do not sell your personal information and will only share that information outside the Thomas Armstrong (Holdings) Ltd group of companies with your consent, as required by law; or with companies that help Thomas Armstrong (Holdings) Ltd fulfil its obligations to you and then only with partners who share Thomas Armstrong (Holdings) Ltd.'s commitment to protecting your privacy and data. At any time you can contact Thomas Armstrong (Holdings) Ltd with questions or concerns you may have with respect to this privacy policy. You can at any time request information about the personal data that Thomas Armstrong (Holdings) Ltd holds about you and ask for corrections or deletions. Our aim is to ensure the highest levels of accuracy, security and confidentiality.

Information Thomas Armstrong (Holdings) Ltd collects about you

The specific type of information Thomas Armstrong (Holdings) Ltd ask you to provide will allow us to enhance your visit to our website, support our customer relationship, respond to requests for information and deliver information via e-mail and other suitable means.



We will comply with the eight data protection principles in the DPA, which say that personal data must be:

- Processed fairly and lawfully.
- Processed for limited purposes and in an appropriate way.
- Adequate, relevant and not excessive for the purpose.
- Not kept longer than necessary for the purpose.
- Processed in line with individuals' rights.
- Not transferred to people or organisations situated in countries without adequate protection.

"Personal data" means recorded information we hold about you from which you can be identified. It may include contact details, other personal information, photographs, and expressions of opinion about you or indications as to our intentions about you. "Processing" means doing anything with the data, such as accessing, disclosing, destroying or using the data in any way.

Thomas Armstrong (Holdings) Ltd may collect information when you:

- Visit our website www.thomasarmstrong.co.uk
- Make an online enquiry.
- Request product and technical information.
- Apply for a career with Thomas Armstrong (Holdings) Ltd

In each of the instances above we may ask for your name, postal address, e-mail address, phone number, and occupation/industry. If applying for a career with us the information required may be more comprehensive. The information you supply will be held and used by the Thomas Armstrong (Holdings) Ltd group of companies in accordance with the provisions of the GDPR.

We will automatically collect non-personal information such as your IP address, which site you had previously visited, the kind of browser you are using and statistics about how you use our website during your visit. This information is used to monitor the use of the site and helps in the further development of it.

If you are under 13 years of age and wish to ask a question of Thomas Armstrong (Holdings) Ltd or need to use this site in a way that requires you to submit personal details about yourself, we request that you ask a parent or guardian to do this for you.

When Thomas Armstrong (Holdings) Ltd will not disclose your personal information

Personal information such as your name, postal address, e-mail address and phone number will not be given or sold to any organisation outside of the Thomas Armstrong (Holdings) Ltd group of companies without your consent.



We will ensure that appropriate measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

We have in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.

Maintaining data security means guaranteeing the confidentiality, integrity and availability (for authorised purposes) of the personal data.

Your Rights

Upon your request and within 30 days, Thomas Armstrong (Holdings) Ltd will inform you about the type of personal information we hold about you, the purpose for which we hold it and possible recipients of it. Upon written request and within a reasonable period of time we will also update, delete and/or block use of the information for further business use.

Third-party sites

Please be aware that other web sites including sites that may be accessed through our site, may collect personal identifiable information about you. This privacy policy does not cover the information practices of those third-party web sites linked to www.thomasarmstrong.co.uk. It is advised that you read the privacy policy individual to each site.

Changes to this policy

Thomas Armstrong (Holdings) Ltd reserves the right to make changes to this privacy policy. If we make significant changes to the way we manage your personal information we will post these changes on this page and will do our very best to notify you of the changes. Please check this privacy policy on a regular basis.

Contact Thomas Armstrong (Holdings) Ltd

If you would like to contact Thomas Armstrong (Holdings) Ltd, or have questions or suggestions regarding our privacy policy, please write or e-mail us at the following address:

Human Resources Department

Thomas Armstrong (Holdings) Limited
Workington Road
Flimby
Maryport
CA15 8RY
Email: - hr@thomasarmstrong.co.uk