



**aask us Ltd**

**Unit 1A Launton Business Centre, Murdock Road, Bicester, Oxfordshire OX26 4PP  
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## PRIVACY

### Who are aask us?

Aask us Limited is a manufacturing company, registered in England and Wales under company number 5113667. Our registered office is Greenway House, Sugarwell Business Park, Banbury OX15 6HW. aask us Ltd VAT number is GB 844593693.

aask us hold and process a significant amount of information and data through our day to day activities. This policy (together with our terms and any other documents referred to within) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

aask us requests you to read the following carefully to understand our views and practices regarding your personal data and how we will treat it. We encourage you to bring to our attention whether you think our collection or use of information is unfair, misleading or inappropriate.

### What information do we collect?

Sometimes we will collect personal information directly from you and sometimes it will be from third parties who may hold information about you. We may collect and process the following data about you:

Information that you provide by filling in forms on our site [www.aask.us](http://www.aask.us), in connection with your enquiry or relationship with us. This includes information provided at the time of making an enquiry with us, posting material, downloading content or requesting further services. We may also ask you for information when you report a problem with our site.

Details of your visits to our site (including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise) and the resources that you access.

If you contact us for any reason, we may keep a record of that correspondence.

Examples of the types of information we collect may be (without limitation):

- Your name
- Your postal address

- Your job title
- Your contact telephone number(s)
- Your email address
- Your preferences
- Your employment history and/or employment/personal references

We will always advise you of the reasons why the information is needed and obtain your permission before hand, unless we are required otherwise by law.

## What do we do with your information?

We may use your personal information for a number of purposes depending on who you are, what your needs are and your relationship with us, but at all times we will abide by the rules set out by the Data Commissioner and the Data Protection Act to which we subscribe. If at any time we are required to use your personal information for other purposes than we originally tell you, we shall seek your consent before doing so.

## Job applicants, current and former employees

From the point that an individual submits an application to be an employee of ask us, we may use their personal information to:

- Aid the job application process
- Enable you to submit your CV or to apply for specific jobs.
- Process your employment file whilst employed by us e.g. health referrals, disclosure of details to Accountants for tax and payroll purposes, third party partners such as our IFA for pension purposes
- Answer any queries you may have connected with your employment with us
- Monitor recruitment and other HR related statistics
- Contact you using the contact details provided to us by you to advise you of relevant news, information and updates or to request further information
- Aid any investigation or process connected with your employment - Create and maintain an internal employment file to be used only in connection with your employment.

## Visitors to our website

When you visit our site we may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

Every time someone visits our website we use 'cookies' to collect standard information about visitor behavior patterns but we do this in a manner that does not identify any individual using our website.

A cookie is a small file, which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We may use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs.

We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. They allow us to: -

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests
- To speed up your searches
- To recognise you when you return to our site.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You may refuse to accept cookies by activating the setting on your browser, which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

To view our Cookie policy see our **Cookies page**.

If you have previously agreed to us using your personal information for marketing or communication purposes, you may change your mind at any time by writing to or emailing us at [accounts@aask.us](mailto:accounts@aask.us)

We will not pass on your data to third parties unless required to do so by law.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online and hard copy formats.

Given that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. Therefore, by browsing our website and communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

## Storage of your Personal Data

Please be assured that we will not store personal information that we hold about you for longer than is necessary or required by law.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## Access to your Information

The Data Protection Act gives you rights relating to your personal information held by an organisation.

To find out if aask us holds information about you, or to make a request to access the information you know we hold about you, please put the request in writing to aask us Ltd, 1a Launton Business Centre, Murdock Road, Bicester, OX26 4PP clearly marking the envelope 'Data Access Request' so we can deal with your request as quickly as possible.

Any access request is be subject to a fee of £10, which is used to meet our costs in providing you with details of the information we hold about you.

You also have the right to correct any personal information that we hold about you that you believe to be incorrect.

At aask us we take every step we can to ensure that the information we hold about you is correct, but if you feel that aask us holds incorrect information about you, please write or email us as soon as possible and we will promptly correct any information found to be inaccurate.

If you feel that there are any problems in connection with how we collect or use your personal information please do not hesitate to contact us.

## About this Privacy Notice

This privacy notice does not cover the links on our website to other websites. We strongly recommend that you also read the privacy notices on other websites you visit.

We keep our privacy notice under regular review and any changes we make will be posted on this page and where appropriate sent to you directly by post or email. This privacy notice was last updated in September 2014.

This notice is only a brief overview of aask us Ltd's responsibilities in holding and processing personal information so for more information about your rights under the Data Protection Act please do not hesitate to contact us.