

At Furness Engineering and Technology Limited (FETL), we are committed to maintaining the trust and confidence of visitors to our web site. We want you to know that FETL is not in the business of selling, renting, or trading email lists with other companies and businesses for marketing purposes. In this Privacy Policy, we've provided detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

### Website Cookies

Cookies – A cookie is a small file which asks permission to be placed on your computer's hard drive. If 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. Currently FETL **do not** use cookies on our web site, if in future we start to use cookies this is where the information would be.

### Google Analytics

When someone visits [www.fetl.co.uk](http://www.fetl.co.uk) we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### Wi-Fi

When you use FETL GUEST Wi-Fi we may collect data about:

- a) your device;
- b) the volume of data which you use;
- c) the websites and applications which you access; and
- d) your usage by access time, frequency, and location.

The data we collect will be held securely on one of our internal servers for a period of up to # months, after which the data will be deleted.

### Mailing Lists

As part of the registration process for our quarterly e-newsletter, we collect personal information. We use that information for a couple of reasons: to tell you about stuff you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing our data protection officer Roger Barrow at [roger.barrow@fetl.co.uk](mailto:roger.barrow@fetl.co.uk).

**Third Parties**

We may share personal information from CV's received from potential employees with existing and potential clients to assist in the decision-making process with regards to placing contracts with FETL and opening new employment possibilities for individuals.

CV's received by FETL will be retained for up to a maximum of 6 months, after which they will be destroyed unless the data subject has been employed with FETL and the CV will form part of the data subject personal file.

**Access to your personal information**

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer Roger Barrow at [roger.barrow@fetl.co.uk](mailto:roger.barrow@fetl.co.uk).

**Changes to this Privacy Policy**

This privacy policy will be reviewed on a regular basis (at least annually) to reflect any changes in activities, organisation, or statutory requirements by the document controller. Last review date 17 May 2018.

A handwritten signature in black ink, appearing to read 'Tim Redshaw'. The signature is fluid and cursive, with a long horizontal stroke at the end.

(Tim Redshaw, Managing Director)