# **ash**

# **Website Policy**

### 1. Introduction

At Ash Contracting Limited, we collect and manage user data according to the following Website Policy. This document is part of the Company's GDPR procedures, and by using www.ashltd.biz (the 'Website") you agree to the terms of the Ash Privacy Notice. Please read the Privacy Notice and the Website Policy in their entirety and refer to those for definitions and contacts.

#### 2. Website

#### **COPYRIGHT**

The contents of this website are copyright of Ash Contracting Limited's ("Ash).

Any reader may copy the information contained in this website for the reader's own personal use only provided that any copy of the information retains in full all copyright or proprietary notices.

This website is made available for public viewing on the basis that Ash exclude, to the extent lawfully permitted, all liability whatsoever for any loss or damage howsoever arising out of use of this website or reliance upon the content of this website.

#### **DISCLAIMER**

The material contained in this website is provided for information only and neither the provision of such material nor its access by any person shall be deemed to give rise to any commitment or obligation on the part of Ash.

Ash reserves the right to alter the contents of the pages on the website, refer the reader to other sites on the World Wide Web or remove pages from its website at any time without notice. There should be no linking to this website without the prior consent of Ash.

Ash makes no representations or warranties of any kind about the information contained on the website or any hypertext links or about any information found at any other site on the World Wide Web accessed by means of this website.

Ash accepts no liability for the accuracy or completeness of the information contained on this website or for any claims or losses of any nature arising directly or indirectly from use of, or reliance on, such information. Any reader using this website for any reason whatsoever or placing any reliance on any of the information contain on the Ash website or any other information accessed through any hypertext link or accessed by means of this website does entirely at his/her own risk.

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## **Website Policy**

The reader must be satisfied that he or she may lawfully access the Ash website, read the pages or act upon the material contained in the pages. Ash accepts no responsibility for unauthorised access or unauthorised actions of the reader.

## **Data Protection Register:**

We are registered with the Information Commissioner as a data controller:

Ash Contracting Limited - Z3577828

#### **Use of Cookies**

Cookies are small text files that are placed on your computer by websites that our visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

## Third party cookies

We sometimes embed content from websites such as YouTube, Facebook and Twitter. Pages with this embedded content may present cookies from these websites. When you use Social Network 'share' buttons on our website, a cookie may be set by the service you have chosen to share content through. We do not control these cookies, so you should check the relevant third-party website for more information about these.

By using www.ashltd.biz, you agree that we can place these types of cookies on your device.

Most web browsers allow some control of most cookies through the browser settings.

To opt out of being tracked by Google Analytics across all websites http://tools.google.com/dlpage/gaoptout

#### Personal information

Ash take the privacy of all information it holds very seriously. We record the information you provide us when you fill in our feedback forms, email us and register for updates. Ash does not sell or trade email addresses, information collect about you or specific details about you or your household, but the information you supply may be used to keep you informed of relevant developments or via newsletters where we feel this may be of interest. Recipients can unsubscribe from these communications at any time. This information stored may be passed to other companies associated with Ash but will not be available to external parties.

When someone visits www.ashltd.biz we collect internet log information and details of visitor behaviour patterns. We do this to find out such things as the number of visits to the various parts of the website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and explain what we intend to do with it.

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# 3. Contract Portal (Accessed via the Ash Website)

We ask you to log in and provide certain personal information (such as your name and email address) in order to be able to save your profile and the documents and comments associated with it. In order to enable these or any login-based features, we use cookies to store session information for your convenience. You can block or delete cookies and still be able to use the contract portal which is accessed via the Ash website, although if you do you will then be asked for your username and password every time you log in to the Website.

You are able to view data associated with your contract(s). Should you choose to delete your account, please contact us at info@ashltd.biz and we will follow up with such request as soon as possible.

## 4. Use of Data

We only use your personal information to provide you services and information about Ash Contracting, we take the privacy and confidentiality of such documents seriously. If you choose to make a document public, we recommend you redact any and all references to people and addresses, as we can't protect public data and we are not responsible for any violation of privacy law you may be liable for.

We employ industry standard techniques to protect against unauthorised access of data about you that we store, including personal information.

We do not share personal information you have provided us without your consent, unless:

- Doing so is appropriate to carry out your own request;
- We believe it's needed to enforce our Terms and Conditions, or that is legally required.
- We believe it's needed to detect, prevent or address fraud, security or technical issues
- Otherwise protect our property, legal rights, or that of others.



# **Website Policy**

#### 5. Email

All emails transmitted by Ash Contracting Limited are confidential and are intended solely for the use of the individual or entity to whom they are addressed and may if transmitted from Ash Contracting Limited's legal department be legally privileged.

Emails received in error must be notified back to the sender of the message.

Any views expressed in any message are those of the individual sender, except where the sender specifies and with authority, states them to the views of Ash Contracting Limited or its associated companies.

This Policy has been approved & authorised by:

Name:

Julie Green

Position:

On behalf of the Directors of the Company

Date:

16<sup>th</sup> June 2022

Due for Review by:

16th June 2023

Signature:

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