

**Privacy Policy**

We are Bulk Storage and Process System Limited of 1 Colekitchen Lane, Gomshall, Surrey, GU5 9LH. This privacy policy tells you what information we collect about you and how we use it. We are committed to safeguarding your privacy.

**Personal information we collect**

We collect a range of information relating to you, which includes:-

Name

Address

Contact Telephone Numbers

Email address

**How we use your information**

We use your personal information:-

to maintain our relationship with you as a client;

to communicate with you;

to process orders and provide agreed goods and services;

to invoice, process payments and set up accounts;

to obtain credit references and checks, when required.

**How we share your personal information**

We may share your personal information to third parties such as:-

Our bank - to process payments;

Our accountants – to provide professional advice;

Suppliers – to arrange delivery of goods;

Any Government Department, public body or other third party where we believe in good faith the law requires this.

**How long we keep your personal information**

We will retain your personal information for no longer than is necessary for the purposes for which the personal information is collected.

**Marketing**

We may send marketing information to you via post, telephone or email to let you know about any new products or services that may be of interest to you.

We will not share your information for marketing purposes with other companies.

**Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visit behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). You can set your browser to accept cookies and the above websites tell you how to remove cookies from your browser.

**Updating this Statement**

We will keep our privacy policy under regular review.

**Contact Us**

If you want to request further information please write to us:-

Bulk Storage & Process System Limited

1 Colekitchen Lane

Gomshall

Surrey

GU5 9LH

Signed:



Bill Egerton - Director

**Version Control**

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| --- | --- | --- | --- |
| **Date** | **Version** | **Amendment/Review** | **Person responsible** |
| May 2023 | V 1.0 | Document created  Review date: May 2024 | Maria Sheppard  (PA to Directors) |