

## **W J HATT LIMITED**

### **Cookies**

We do not make use of 'Cookies' on our web site.

Cookies are text files placed on your computer to collect standard internet log information and visitor 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)

### **Privacy policy**

This privacy policy explains how we use any personal information we collect about you when you use this website or write or telephone us and we meet up.

### **What information do we collect about you?**

We collect information about you when you provide us with contact details (e.g. an e-mail address or telephone number) when requesting us to get in touch to discuss a possible job. This information may be received via an e-mail through the link on our website or in a letter or by means of a telephone call to us.

### **How will we use the information about you?**

We may collect and process personal data for the purposes of business operations. This could include administration, accounting and auditing, preparing your quotation and business planning including completion of any works.

### **Marketing**

It is not our practice to release information to any third party for marketing purposes.

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, then please either (1) e-mail us at [wjhatt@aol.com](mailto:wjhatt@aol.com) or (2) write to us at Fox Covert Farm, Goring Heath, Reading RG8 7SL.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

### **Other websites -**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

### **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 28<sup>th</sup> March 2018.

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you by either (1) an e-mail to [wjhatt@aol.com](mailto:wjhatt@aol.com) or (2) writing to us at Fox Covert Farm, Goring Heath, Reading RG8 7SL.

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