



[www.stagecraft.uk.com](http://www.stagecraft.uk.com)

[sales@stagecraft.uk.com](mailto:sales@stagecraft.uk.com)

UNIT K, Bury Close  
Higham Business Park  
Higham Ferrers  
Northants  
NN10 8HQ

Tel: 01933 359600

Fax: 01933 359800

## **Privacy Policy**

This privacy policy sets out how Stagecraft Visual Communications Ltd. uses and protects any information that you give in the course of our business to business communications.

Stagecraft Visual Communications Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified in our day to day business you can be assured that it will only be used in accordance with this privacy statement?

This policy is effective from May 25th 2018.

### **What we collect**

#### **We may collect the following information:**

- Name and job title
- Contact information including email address, phone numbers
- Accounts Payable: Bank details as submitted on purchase invoices etc.
- Sales invoices and Credit notes
- Other information relevant to specific projects

#### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- Project Management
- Emailing designs and specifications
- Quotations and invoicing
- Purchase Orders etc.
- We may use the information to improve our products and services.

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Exhibition Stands | Conference Production | Point Of Sale | Outdoor events/promotion|  
Product Launches | Corporate Interiors Design / Install | Mobile Retail Solutions

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## 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.

## Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed with us using your personal information, you may change your mind at any time by writing to or emailing us at [barrie@stagecraft.uk.com](mailto:barrie@stagecraft.uk.com)
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held on you please write to Barrie Fletcher

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

In line with your legal rights you can opt out of storing your information with us by emailing [sales@stagecraft.uk.com](mailto:sales@stagecraft.uk.com)

Stagecraft Visual Communications Ltd May 2018