



Privacy Policy

Kentmere Limited is committed to processing personal information about its customers and suppliers in ways that comply with its legal and regulatory obligations, and to being clear with customers about what it does with their personal information. In compliance with UK and European data protection regulations, this privacy policy explains what personal information we collect from you when you are a recipient of our services, or providing us with a service.

Data collection

Kentmere Limited may collect personal information which we receive when:

- you use our services
- you contact us or
- we use your services

We may collect the following types of information:

- your name, address, email address, telephone number(s) and other contact details
- information required to provide you with a service, and details of our services that you have used
- your company's name, your position in the company; the company's address, company's email address and telephone number
- your chosen payment information

Why do we collect this information?

We collect your personal/business information to:

- provide you with services that you may request from us/pay you for services provided
- meet our legal and regulatory obligations

How do we collect this information?

We collect personal/business information:

- directly from customers/suppliers: e.g. when a customer signs up to receive our services
- from publicly available sources: e.g. social media, internet services.

We are committed to keeping your information up to date as far as is reasonably possible. However if you believe that we have made an error, then please contact us as we have outlined below and we will use reasonable endeavours to correct.

Keeping your information safe and secure

Kentmere Limited is committed to keeping customers' and suppliers' personal/business information secure to protect it from being inappropriately or accidentally accessed, used, shared or destroyed, and against it being lost.

Third party access

Access to your personal/business information is only allowed when required by law, we do not, and will never, sell or share your personal information with third parties.

Our Service Providers

This includes external third-party service providers, such as accountants, auditors, experts, legal advisors and other outside professional partners whom assist Kentmere Limited in carrying out business activities. Only where deemed necessary are drawings and production information shared with partnering toolmakers or printers/print finishers.

How long do we keep personal information?

We will only retain customers' personal information for as long as it needs it to carry out a particular purpose or meet a particular obligation.

Access to personal information

To make a request to Kentmere Limited for any personal information we may hold, we need you to contact us by writing to the address provided below:

Kentmere Limited

Staveley
Cumbria
LA8 9PB

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.

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 in June 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or about information we hold about you:

Kentmere Limited
Staveley
Cumbria
LA8 9PB