

Privacy Policy

We respect the privacy of every person who visits or registers with www.aimbec.co.uk and we are further committed to ensuring a safe online experience. We also respect the privacy of every person who uses the products and services that we make available from the Site or who engages with us to use the products or services that Aimbec Carpentry provides (be it through the Site or not) (our “Services”) or whose personal information we may process as a result of providing the Services to others or who applies to work at Aimbec Carpentry.

Purpose of this Policy

This privacy notice (“Privacy Notice”) explains our approach to any personal information that we might collect from you or which we have obtained about you from a third party and the purposes for which we process your personal information. This Privacy Notice also sets out your rights in respect of our processing of your personal information.

This Privacy Notice will inform you of the nature of the personal information about you that is processed by us and how you can request that we delete, update, transfer and/or provide you with access to it.

This Privacy Notice is intended to assist you in making informed decisions when using the Site and our Services and/or to understand how your personal information may be processed by us as a result of providing the Services to others. Please take a moment to read and understand it. Please note that when using the Site, it should be read in conjunction with our Site’s Terms of Use.

Please also note that this Privacy Notice only applies to the use of your personal information obtained by us, it does not apply to your personal information collected during your communications with third parties.

Who are we and what do we do?

The Site and our Services are operated by Aimbec Carpentry, (“we”, “us” or “our”).

Aimbec Carpentry Ltd is the data controller responsible for your personal information processed via the Site.

Aimbec Carpentry Ltd is a UK company with registered company number 6625034 and whose registered address is at 18 Conway Gardens, Enfield, Middlesex, EN2 9AD.

How to contact us?

If you have any questions about this Privacy Notice or want to exercise your rights set out in this Privacy Notice, please contact us by:

sending an e-mail to paul@aimbec.co.uk; or

sending post to: Paul Condon, 18 Conway Gardens, Enfield, Middlesex, EN2 9AD.

What personal information do we collect and how do we use it?

Our primary goal in collecting personal information from you may be to: (i) verify your identity; (ii) help us deliver our Services; (iii) improve, develop and market new Services; (iv) carry out requests made by you on the Site or in relation to our Services; (v) investigate or settle inquiries or disputes; (vi) comply with any applicable law, court order, other judicial process, or the requirements of a

regulator; (vii) enforce our agreements with you; (viii) protect the rights, property or safety of us or third parties, including our other customers or subscribers and users of the Site or our Services; (ix) provide support for the provision of our Services; and (xi) use as otherwise required or permitted by law.

To undertake these goals, we may process the following personal information:

If you are a visitor to the Site:

- Name and job title.
- Contact information including email address.
- Demographic information such as postcode, preferences and interests.
- Other information relevant to provision of Services.

Primarily Aimbec Carpentry is engaged by corporate customers (i.e. other corporate entities) and as such those customers are not data subjects. However, as part of such instructions personal information about other persons may be provided to us (e.g. personal information relating, without limitation, to any of our corporate clients' or prospective clients' workers or subscribers.)

If you are an individual whose personal information may be processed by us as a result of providing the Services to others (including individual clients and corporate clients) we will process a variety of different personal information depending on the Services provided in question.

The following is a non-exhaustive list which is reflective of the varied nature of the personal information processed as part of a networking product development and distribution company.

What is our legal basis?

It is necessary for us to use your personal information to perform our obligations in accordance with any contract that we may have with you or it is in our legitimate interest or a third party's legitimate interest to use personal information in such a way to ensure that we provide the Services in the best way that we can.

Customer services

Our Site uses various user interfaces to allow you to request information about our Services: these include addresses to direct written inquiries to and telephone numbers that you may contact. Contact information may be requested in each case, together with details of other personal information that is relevant to your Service enquiry. This information is used in order to enable us to respond to your requests.

Who do we share your personal information with for this purpose?

We do not share your personal information for this purpose.

What is our legal basis?

It is in our legitimate interest or a third party's legitimate interest to use your personal information in such a way to ensure that we provide the very best client service we can to you or others.

Business administration and legal compliance

We use your personal information for the following business administration and legal compliance purposes:

- to comply with our legal obligations (including Know Your Client, Anti-Money Laundering or Anti-Bribery, export compliance or similar obligations including but without limitation maintaining insurance);
- to enforce our legal rights;
- protect rights of third parties; and
- in connection with a business transition such as a merger, acquisition by another company, or sale of all or a portion of our assets.

Who do we share your personal information with for these purposes?

We will share your personal information with professional advisers such as lawyers and accountants, governmental or regulatory authorities and/or third-party services providers who assist us with performing these functions.

What is our legal basis?

Where we use your personal information in connection with a business transition, to enforce our legal rights, or to protect the rights of third parties it is in our or a third party's legitimate interest to do so. For all other purposes described in this section, it is our legal obligation to use your personal information to comply with any legal obligations imposed upon us.

How do we obtain your consent?

Where our use of your personal information requires your consent, you can provide such consent:

- at the time we collect your personal information following the instructions provided; or
- by informing us by e-mail, post or phone using the contact details set out in this Privacy Notice.

Third Party contractors and other controllers

We may appoint sub-contractor data processors as required to deliver the Services, such as, without limitation, employees of the manufacturer of products or services that we resell, who will process personal information on our behalf and at our direction. We conduct an appropriate level of due diligence and put in place necessary contractual documentation in relation to any sub-contractor to ensure that they process personal information appropriately and according to our legal and regulatory obligations.

Further, we may appoint external data controllers in common where necessary to deliver the Services (for example, but without limitation, 3rd party software experts and other Aimbec Carpentry entities). When doing so we will comply with our legal and regulatory obligations in relation to the personal information including but without limitation where necessary putting appropriate safeguards in place to ensure any personal information is processed according to our legal and regulatory obligations.

How long do we keep your personal information for?

Regarding visitors to the Site, will retain relevant personal information for at least six years from the date of our last interaction with you and in compliance with our obligations under the EU General Data Protection Regulation (or similar legislation around the world) (or for longer as we are required to do so according to our regulatory obligations or professional indemnity obligations).

Regarding personal information we have processed as part of providing the Services to any client, we will retain relevant personal information for at least six years from the date of our last interaction with that client and in compliance with our obligations under the EU General Data Protection Regulation (or similar legislation around the world) (or for longer as we are required to do so according to our regulatory obligations or professional indemnity obligations). We may then destroy such files without further notice or liability. If you request your files and documents, we may charge you for the costs of copying a duplicate.