



L&M Imaging Systems Ltd  
Brearley Mill, Brearley Lane  
Luddenden Foot, Halifax  
West Yorkshire HX2 6HU

Tel 01422 410449 Fax 08700 528374

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## Data Privacy Policy

L&M Imaging Systems Ltd. is committed to protecting and respecting your privacy.

This Policy explains when and why we collect information about people who contact us directly, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@lmimaging.co.uk](mailto:info@lmimaging.co.uk) or by writing to L&M Imaging Systems Ltd., Brearley Mill, Brearley Lane, Luddenden Foot, Halifax, West Yorkshire HX2 6HU. Alternatively, you can telephone 01422 410449.

### Who are we?

We are L&M Imaging Systems Ltd., a United Kingdom company limited by guarantee (02230297). The registered address is c/o Cresswells Accountants (UK) Limited, Barclays Bank Chambers, 12 Market Street, Hebden Bridge, West Yorkshire HX7 6AD

### How do we collect information from you?

We obtain information about you when you contact us for advice or regarding our products and services. We do not collect information by using cookies on our web site.

### What type of information is collected from you?

The information we collect will include your name, company name, address, telephone number and email address.

### How is your information used?

We may use your information to:

- process orders that you have submitted
- to carry out our obligations arising from any contracts between you and us
- seek your views or comments on the services we provide
- notify you of changes to our services
- send you communications which you have requested and that may be of interest to you
- activities, promotions of our associated companies' goods and services

We review our retention periods for information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your information on our systems for as long as is necessary for the relevant activity or as set out in any relevant contract you hold with us.



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### Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf - we may pass your information to our third-party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf. However, when we use third party service providers, we disclose only the information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

### Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct communications from us, then you can ask for these to stop.

You can change your marketing preferences at any time by contacting us by email: [info@lmimaging.co.uk](mailto:info@lmimaging.co.uk) or telephone on 01422 410449.

### How you can access and update your information

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at [info@lmimaging.co.uk](mailto:info@lmimaging.co.uk) or write to us at L&M Imaging Systems Ltd., Brearley Mill, Brearley Lane, Luddenden Foot, Halifax, West Yorkshire HX2 6HU. Alternatively, you can telephone 01422 410449.

You have the right to ask for a copy of the information L&M Imaging Systems Ltd. holds about you. We may charge for information requests to cover our costs in providing you with details of the information we hold about you.

### Security precautions in place to protect the loss, misuse or alteration of your information

When you give us information, we take steps to ensure that it's treated securely. Non-sensitive details (your company email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

### Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We



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cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

#### Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union (“EU”). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you’re agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU to provide you with those services.

Dated 25<sup>th</sup> May 2018

Timothy Mark Clough  
Managing Director  
L&M Imaging Systems Ltd

Review date: No later than 25<sup>th</sup> May 2019