



## **Website Privacy Notice**

This website is operated by AC Secure Systems Ltd.

We respect your privacy and are committed to protecting your personal data. This short notice explains how we use personal information collected through our website. Full details are available in the Privacy Policy below.

What data we collect via the website

- Information submitted through contact or enquiry forms
- Basic technical data such as IP address and browser type

How we use it

- To respond to enquiries and provide quotations
- To manage and improve our website
- To meet legal and regulatory obligations

Contact: [info@acsecure.co.uk](mailto:info@acsecure.co.uk)

### **Cookie Policy**

We use cookies to ensure our website functions correctly and to improve user experience.

Cookies we use include:

- Strictly necessary cookies
- Functional cookies
- Analytics cookies (used only with consent)

You can control cookies through your browser settings or our cookie banner. Blocking cookies may affect site functionality.

### **Privacy Policy**

#### **Privacy Policy**

We are AC Secure Systems Ltd. Our registered office is Building 3, City West Business Park, Gelderd Road, Leeds LS12 6LX.

We are committed to safeguarding your privacy. This policy sets out how AC Secure Systems Ltd collects, uses, stores and protects your personal data in accordance



with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

AC Secure Systems Ltd is a **data controller**, which means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy policy.

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

We collect personal data where it is necessary in relation to:

- taking steps to enter into a contract with you;
- performing a contract with you; and/or
- complying with our legal and regulatory obligations.

We may collect, store, and use the following categories of personal information:

- **Information you give us** – This includes information you provide by completing enquiry or contact forms, surveys, contracts, or by corresponding with us by telephone, email, post, or otherwise. This may include your name, job title, company name, address, email address, telephone number, payment and financial details, and other relevant information.
- **Information we receive from other sources** – We may receive information about you from third parties such as business partners, subcontractors, professional advisers, or service providers. Where this occurs, we will inform you of the information received and the purposes for which we intend to use it, where required by law.

We do not ordinarily collect **special category data** (such as data relating to health, ethnicity, political opinions, or religious beliefs). Where such data is required, we will only collect it where a lawful basis applies and, where necessary, with your explicit consent.

We do not knowingly collect personal data from individuals under the age of 16.

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### **Lawful basis for processing**

We process your personal data under the following lawful bases, as applicable:

- Performance of a contract
  - Legal obligation
  - Legitimate interests (where these interests are not overridden by your rights and freedoms)
  - Consent (where required)
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## **How do we use your personal data?**

We may use your personal data to:

- Administer and manage our business and website
  - Respond to enquiries and provide quotations
  - Fulfil our contractual obligations and provide products and services
  - Issue invoices, statements and process payments
  - Maintain business records
  - Comply with statutory, regulatory and legal obligations
  - Protect our legal rights
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## **Disclosing your personal data to others**

We will not sell your personal data and will only share it where necessary, including:

- Where we are subject to a legal obligation
- Where disclosure is necessary to protect our rights or enforce agreements
- If our business is sold, merged, or transferred
- With third-party service providers who support our business operations (such as IT providers, payment processors, professional advisers, and subcontractors)

All third parties are required to respect the security of your personal data and to treat it in accordance with the law. They are only permitted to process your personal data for specified purposes and in accordance with our instructions.

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## **International transfers**

We do not routinely transfer personal data outside the UK. Where any transfer outside the UK becomes necessary, appropriate safeguards will be put in place to ensure your data remains protected.

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## **Where do we store your personal data?**

AC Secure Systems Ltd has implemented appropriate physical, technical and organisational measures to protect personal data.

Although we take reasonable steps to protect your information, transmission of data over the internet is not completely secure and any transmission is at your own risk. Once received, we use strict procedures and security measures to reduce the risk of unauthorised access, loss or disclosure.

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## **Marketing**

You have the right to object at any time to your personal data being processed for direct marketing purposes.

We will always inform you if we intend to use your personal data for marketing and will obtain consent where required. You can opt out of marketing communications at any time by contacting us at [info@acsecure.co.uk](mailto:info@acsecure.co.uk) or by telephoning **01924 926342**.

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## **How long do we keep your personal data for?**

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including legal, accounting, or reporting requirements.

Retention periods are determined by considering:

- the amount, nature and sensitivity of the data;
- the potential risk of harm from unauthorised use or disclosure;
- the purposes for which the data is processed; and
- applicable legal requirements.

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## **How secure is my data?**

We have implemented appropriate security measures designed to prevent personal data from being accidentally lost, used, altered, disclosed or accessed in an unauthorised way.

Access to personal data is limited to employees, agents, contractors and third parties who have a legitimate business need to know. All such parties are subject to confidentiality obligations.

We have procedures in place to deal with any suspected personal data breach and will notify affected individuals and the Information Commissioner's Office (ICO) where required by law.

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## **Your rights**

Under data protection law, you have the right to:

- Request access to your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your personal data
- Object to processing, including for direct marketing



- Request restriction of processing
- Request transfer (data portability)
- Withdraw consent (where processing is based on consent)

To exercise any of these rights, please contact us at:

AC Secure Systems Ltd

Building 3, City West Business Park

Gelderd Road

Leeds LS12 6LX

Email: [info@acsecure.co.uk](mailto:info@acsecure.co.uk)

Tel: **01924 926342**

You will not normally have to pay a fee to exercise your rights. We may charge a reasonable fee or refuse a request where it is manifestly unfounded or excessive.

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### **Your right to complain**

If you are unhappy with how we handle your personal data, you have the right to complain to the Information Commissioner's Office (ICO):

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

We keep this privacy policy under regular review and may update it from time to time. Any changes will be published on our website.

This policy was last updated on **20.04.2026**.

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### **Data Controller**

The data controller is:

**AC Secure Systems Ltd**

Company No: **13018669**

ICO Registration No: **ZB200999**

VAT No: **401 9390 17**

Registered Address:

Building 3, City West Business Park

Gelderd Road, Leeds LS12 6LX