

PRIVACY POLICY

1. Introduction

This privacy policy sets out the ways in which **Titanium Engineers Limited** (registered in the United Kingdom - Company Number 06762356) and **Titanium Engineers, Inc.** may use your personal data.

In this Privacy Policy:

- **'we', 'us' or 'our'** means Titanium Engineers Limited and Titanium Engineers, Inc. with which you are interacting;
- **'site'** means the Titanium Engineers website you are visiting or engaging with; and
- **'you' and 'your'** means you, the person engaging with us.

By being a customer or potential customer of **Titanium Engineers** or otherwise interacting with us, we will process your personal data in accordance with this Privacy Policy.

2. How to Contact Us:

UK Email: **Contactus-UK@TitaniumEngineers.com**

USA Email: **Contactus@TitaniumEngineers.com**

3. Information Collected

We collect any information you provide to us when you open an account with us, or provide us with your details over the phone, email, fax etc. This information might include your name, address, email address, phone number, payment information and other information relevant to the services we provide. The basis for holding this information is 'contractual' because we need this information to be able to trade with you. We take your privacy very seriously and will only use this data to administer your account and to provide details or information that you have requested.

We may collect any information contained in any correspondence between you and us via emails, telephone, fax, contact forms on websites etc.

We may collect information from exhibitions we attend or participate in where we feel Titanium Engineers and our services may benefit both parties.

We collect information about you visiting our website and how you use it. This may include, but not limited to, your IP address, geographical location, device information, browser type, length of visit, number of page views, which pages you viewed etc. This information may be collected by a third party website service provider on our behalf and/or may be collected using cookies.

4. Cookies

We use cookies to ensure that you get the most out of our site. Cookies are small text files which we store on the device you use to access the site. Cookies allow us to monitor your use of the software and simplify your use of the site. For example, a temporary cookie is also used to keep track of your "session".

If you do not wish for cookies to be installed on your device, you can change the settings on your browser or device to reject cookies.

5. Information Usage

We may use your information for the following purposes, depending on the relationship we have with you.

We use personal data to:	The purpose of this is:	The basis of this:
Provide you with information that you have requested from us, in relation to the products or services we supply.	We will need to use your contact details to keep you updated about the products or services you have enquired/ordered with us.	By specifically requesting information from us, you are consenting to us using your personal data for the purposes of communicating such information to you.
For general administration and the promotion of our products or services.	We will need to use your details to invoice you, provide order documentation, to provide you customer service in relation to products or services, and general administration. We may also share your personal data with our head office Titanium Engineers, Inc.	We need to use your personal data in this way to perform our contractual obligations to you.
To keep in contact with you about other products or services of ours that may be of interest to you, or for research purposes.	To keep you up to date on similar products or services you have previously purchased from us in the past. To analyse the effectiveness of our products and offerings to you.	It is our legitimate interest to keep you up to date on similar products or services of ours you may have an interest in.

6. Sharing Data

In certain circumstances we may share your personal information with:

- Selected third parties that we work with, where necessary for the purposes of delivering goods or services that you request from us. For example, when ordering goods from us, we may need to share your information with third party sub-contractors, such as freight forwarders.
- Where we use such third parties, we ensure that the third party is obligated to provide at least the same level of data protection as Titanium Engineers. We take appropriate steps to ensure that the sub-contractor effectively processes the personal data in a manner consistent with this Privacy Policy.
- Any other third parties where necessary to enable us to enforce our legal rights, or to protect the rights, property or safety of our employees or where such disclosure may be permitted or required by law.

7. Third Parties

Some of our website may contain content and links to other websites that are operated by third parties. We don't control these third party websites or apps (including whether or not they store cookies) and this Privacy Policy does not apply to them. Please consult the terms and conditions and Privacy Policy of the relevant third party website to find out how they collect and use your information.

8. Security of Data and Stored Information

The data we hold is stored securely within our QuickBooks and internal database systems and is backed up regularly. Our system is also protected using security software and IT protection which contains firewalls.

We will never sell or transfer your data to any third party without written consent.

We will retain your information for as long as is necessary to provide you with the services that you have requested from us.

Transmission of information over the internet can be insecure, and although we employ measures to protect your information from unauthorised access we cannot always guarantee the security of information sent over the internet.

Our servers are situated both in the UK and in America, all information that we collect about you will be stored on both servers.

9. Your Rights

You can request a copy of the personal data that we keep about you, contact details provided on Page 1 of this policy.

You can contact us if you are concerned that any of the information we hold on you is incorrect, to have that data corrected.

10. Changes to this Privacy Policy

We may update this Privacy Policy from time to time. Updated privacy policies can be found on our website www.titaniumengineers.com.

Titanium Engineers Limited
Unit 1, Coleshill Trade Park
Station Road, Coleshill, B46 1AT, GB

Titanium Engineers, Inc.
12300 Dairy Ashford, Suite 300
Sugar Land, Texas 77478, USA