

**AIRMAN UK IS A TRADING NAME OF RGS TECHNICAL AND ENGINEERING SERVICES LIMITED. THE POLICY BELOW APPLIES TO ALL TRANSACTIONS WITH RGS TECHNICAL AND ENGINEERING SERVICES LIMITED T/A RGS TECHNICAL SERVICES AND AIRMAN UK**

This privacy policy sets out how RGS Technical and Engineering Services Limited uses and protects any information that you give RGS Technical and Engineering Services Limited when you use this website.

RGS Technical and Engineering Services Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

RGS Technical and Engineering Services Limited may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 01-01-2010.

**What we collect**

We may collect the following information:

name and job title

contact information including email address

demographic information such as postcode, preference and interests

other information relevant to customer surveys and/or offers

**What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

Internal record keeping.

We may use the information to improve our products and services.

We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

From time to time, we may also use your informations to contact you for market research purposes.

We may contact you by email, phone, fax or mail. We may use the information to customize the website according to your interests.

**Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. RGS Technical and Engineering Services Limited will not store or hold any financial data that is supplied to us. We will not retain credit/debit card details or pass these on to a secondary party.

**How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyze data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### **Managing Cookies**

Cookies help us identify your device, performance of typical actions on this website or when you are logged in to specific secure zones. We use strictly necessary and functional cookies to enable you to move around the site and to provide basic features. Tracking and performance cookies are used to provide a better overall user experience. Below are the type of cookies present on our website:

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#### **1. Strictly necessary cookies**

Some cookies are strictly necessary in enabling you to move around this website and use its most basic features. Without these cookies, for example, you would not be able to login to secure zones or keep track of your online shopping cart.

**These cookies can't be disabled.**

#### **2. Tracking and other optional cookies**

We use performance and tracking cookies internally to enable us to provide you with a better user experience. Information supplied by these cookies helps us understand how our visitors behave on this website, track unique visitors or time spent on the site, and on different web pages so that we can improve how we present content to you.

**Enable Cookies:**  Yes

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst

visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways: whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to RGS Technical Services, 28 Huxley Close, Park Farm Industrial Estate, Wellingborough, Northamptonshire, NN8 6AB.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

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