

AQUA MANAGEMENT LIMITED

PRIVACY INFORMATION NOTICE

The privacy and security of the personal data collected from you is a priority to Aqua Management Limited. It is equally important to us that you understand how we handle this data.

This policy includes any separate privacy notices that may provide more detail regarding personal information we collect, why we need that information, and choices you may have about the ways we use that information. For example, from time to time, you may be asked to expressly consent in writing to certain additional terms. This separate agreement will supplement or amend this policy, but only with respect to the matters governed by such separate agreement.

Privacy Statement:

As outlined below and as it may be modified by us from time to time without prior notice.

Collection of Data to conduct business and comply with government regulations. We collect various data depending on your enquiry. Such Data may include your name, phone numbers, email address and mailing address.

If you send any unsolicited data by any means you explicitly consent to storage, destruction, processing and disclosure

Use of the Data We Collect:

We will only use your personal information held about you for the following purposes for which it was provided to us at the point of collection, we may use your data as follows:

- getting in touch with you regarding any enquiry you have made.
- comply with government regulations.

Disclosure of Data:

We disclose your personal information in the following circumstances:

- Legal requests and investigations – We may disclose any data about you when, in our opinion, such disclosure is necessary to prevent fraud or to comply with any statute, law, rule or regulation of any governmental authority or any order of any court of competent jurisdiction.
- Third - party service providers –We may, from time to time, outsource some or all of the operations of our business to third-party service providers. In such cases, it will be necessary for us to disclose your data to those service providers. In some cases, the service providers may collect data directly from you on our behalf. We restrict how such service providers may access, use and disclose your data.
- Agents: We employ other companies and individuals to perform functions on our behalf. Examples include processing compensation, providing employee benefits, and performing legal and other professional services. These agents have access to your data as needed to perform their functions, but they are not permitted to use it for other purposes.
- Business Transfers: As we continue to develop our business, we might sell or buy companies, subsidiaries, or business units. In such transactions, data generally is one of the transferred business assets but remains subject to the promises made in any pre-existing privacy statement (unless, of course, the person consents otherwise). Also, in the unlikely event that Aqua Management Ltd or all of its assets is acquired, your data may be one of the transferred assets.
- Protection of Aqua Management Ltd and Others: We release data when we believe release is appropriate to comply with the law; enforce or apply our policies and other agreements; or protect the rights, property, or safety of employees, or others.

We will not share information about you with third parties without your consent unless the law allows or requires us to do.

Updating and Accessing Your Personal Data:

You must immediately update your data when and if it changes so that we can maintain accurate data about you in order to perform necessary activities.

The General Data Protection Regulations gives you the right to access information or request removal of information held about you. To obtain a copy of the personal data we hold about you or request removal of information, please write to us at Aqua Management Limited, Mill Road Industrial Estate, Radstock, BA3 5TX enclosing your postal details.

Retention and Security of Your Personal Data:

We employ reasonable security measures and technologies, such as password protection, encryption, physical locks, etc. to try and prevent unauthorised access, loss or misuse of your personal data. If you are authorised to have access to the personal data of others, it is important that you take appropriate safeguards to protect this personal data.

Examples include:

- Paper and other hard copies containing personal data should be secured in a locked location when not in use.
 - Computers and other access points should be secured when not in use by logging out or locking.
 - Passwords and user ID's should be guarded and not shared.
 - When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or other approved devices.
 - Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed.
 - Do not make or distribute unauthorised copies of documents and other tangible mediums containing personal data.
 - Electronic files containing personal data should only be stored on secured computers and not copied or otherwise communicated to unauthorised individuals within or outside of Aqua Management Ltd
- Aqua Management Ltd also uses email filters to block spam and computer viruses. It is possible that some legitimate email messages and websites may be blocked or hindered by these filters.
- Cookies are small pieces of information that are stored by your web browser on your computer's hard drive provides configuration options that allow a user to control their privacy in web browsing. The standard privacy configuration setting used by Aqua Management Ltd is the Medium setting.

The "Medium" privacy setting in Internet Explorer provides the following cookie controls:

- Blocks third - party cookies that do not have a compact privacy policy
- Blocks third - party cookies that save information that can be used to contact you without your explicit consent
- Restricts first - party cookies that save information that can be used to contact you without your implicit consent

Your rights

In addition to the company's safeguards, your personal data is protected in the UK by the General Data Protection Regulations. This provides that the data we hold about you will be processed lawfully and fairly. It will be accurate, relevant and not excessive. The information will be kept up to date where necessary and not retained for longer than is necessary.

Any potential violation of these privacy policies should be reported to the Aqua Management Limited.

Failure to follow these privacy policies may result in discipline, up to and including separation, of the employee.

Aqua Management Ltd reserves the right to change, supplement and/or amend this notice at any time; in such case this will be notified through our website and/or any other methods allowed by applicable law.

Policy Amendments

This privacy statement may be updated periodically and without prior notice to you to reflect changes in our information Practices. You should check this page occasionally to ensure you are happy with any changes. If you do not agree to these changes, please do not continue to use our website to submit personal information to Aqua Management Ltd

How to contact us:

Questions, comments, suggestions and requests regarding the Policy Information Policy are welcomed and should be addressed to Aqua Management Limited, Mill Road Industrial Estate, Radstock, BA3 5TX.

Aqua Management Limited - Compliance Lead:

Name: David Clifford

Email: david.clifford@aquamanagement.co.uk

Phone: 01761 430100