

GREEN LANE, MELMERBY, RIPON, N. YORKS, HG4 5JB TEL 01765 640564 / 640499 FAX 01765 640750 email: sam.duffield@duffieldtimber.com internet: www.duffieldtimber.com

# **Cash Application**

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# Privacy Notice

#### What do we use this information for?

With the information submitted on this application we will make searches with a credit reference agency in order to determine whether or not to grant you a credit facility. We will make searches both in respect of your Company and its directors. We therefore collect the information that you submit on the credit application form and we will keep a copy of the search results from the credit reference agency.

We will also use this information to process transactions. Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested by the customer.

The email address you provide for order processing, may be used to send you information and updates pertaining to you order, in addition to receiving updates, related product or service information.

### Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, protect ours or others rights, property, or safety.

#### How do we keep your personal information secure?

We are committed to ensuring that the information you provide to us 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 information and protect it from misuse, interference, loss and unauthorized access, modification and disclosure. Our employees have access to your personal information only on a need to know basis.



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