



Privacy Policy

Your privacy is important to Paddeco. This privacy statement explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure. We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by the Policy.

Any questions regarding this policy and our privacy practices should be sent by email to joe@paddeco.com alternatively you can telephone 029 2010 5311.

How do we collect information from you?

We obtain information from you when you use our website, for example, when you contact us about products and services, enquire on the use of our training programme, or when you apply for job vacancies.

What type of information is collected from you?

The personal information we collect might include your name, address, and IP address, and information regarding what pages are accessed and when.

How is your information used?

We may use information to:

Administer the website;

Supply services to you;

To carry out our obligations arising from any contracts entered into by you and us;

See your views or comments on our services;

Send necessary communications that you have requested regarding activities and further services;

Process a job application

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.



Cookies

Cookies are small amounts of information which we store on your computer. Unless you have indicated your objection when disclosing your details to us, our system may issue cookies to your computer when you log on to the site. Cookies make it easier for you to log on to and use the site during future visits. They also allow us to monitor website traffic and to personalise the content of the site for you. You may set up your computer to reject cookies although, in that case, you may not be able to use certain features on our site. If you do not wish to receive cookies in the future, please let us know, by contacting us at the address at the bottom of the page.

Targeting cookies

These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

We also collect information from social media activity such as when you 'like' the Website, share content or follow/like us on Facebook, Instagram or Twitter.

Who has access to your information?

We will not sell or rent your information to third parties, nor will we share your information with any third parties for marketing purposes.

We pass your information to our third party service providers, for the purpose of completing tasks and providing services to you on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to any other third parties unless we are required to do so by law, for example, by a court order or for the purpose of prevention of fraud or other crime.

Your rights

Under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA), you have a number of rights. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA with regard to your personal data.