

GDPR – What we do with your personal data

ADM's Privacy Policy

At Air Distribution Management Limited (trading as ADM Systems), we strive to protect your privacy and rights. We have set forth this statement to explain the information we collect from you, how we use that information, and your legal rights regarding that information.

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the GDPR). This legislation replaces the previous data privacy law, giving more rights to you as an individual and more obligations to organisations holding your personal data.

One of the rights is a right to be informed, which means we have to give you even more information than we do now about the way in which we use, share and store your personal information.

This means that we will be publishing a new privacy notice so you can access this information, along with information about the increased rights you have in relation to the information we hold on you and the legal basis on which we are using it.

This new privacy notice came into effect on our website on 25 May 2018.

Please read the policy carefully to understand our views and practices regarding your personal data and how we will treat it.

Visitors to our website

When someone visits www.admsystems.co.uk we use a third party service, Google Analytics to collect standard internet log information and details of visitors behaviour patterns. We do this to find information for example the number of visitors to our website on a given time period or which pages visitors have a particular preference for. We do not make any attempt to determine the personal identities of anyone visiting our site. Please also refer to our [Cookies Policy](#) below.

The types of data we collect

We may collect and process the following data about you:-

- Information that you provide by completing our 'contact us' forms on our site. This includes information provided at the time of requesting information or ordering our goods or services. We may also ask you for information when you provide feedback to us about our site. If you contact us, we may keep a record of that correspondence.
- Details of your visits to our web site including, but not limited to, traffic data, location data, weblogs and other communication data and the resources that you access.

What personal information do we collect and how do we use it?

(a) Personal information submitted relating to long term and short term projects

When you choose to contact us through a contact form or web form, by phone, by email or personally as a result of a visit to our stand at a trade show, we will primarily collect your name, email address, postal address, site address of the property to be constructed and contact telephone numbers.

Depending upon the nature of your enquiry, often we will ask you to submit detailed information (including the submission of plans) appertaining to a project you have confirmed to be considering or are currently undertaking and are specifically requesting us to provide you with one of our services.

All information is recorded in a secure password protected CRM database direct access of which is limited to our employees and sales agents. We use this information to contact you if we need to respond to your questions or further requests for information or to provide you with guidance throughout the life of your project.

(b) Legitimate Interest to keep your details on file

We have a legitimate interest to keep all customer information on file that relates to a specific long or short term project until such time that the project reaches completion or you no longer require our services. This reasoning is primarily down to the extensive amount of time that a construction project can take from concept to completion. To ensure system compliance with current Building Regulations, it is our duty throughout this process to provide you with system and product guidance to ensure this is achieved.

This will not however affect your statutory “right to be forgotten” and should you decide you no longer require our services we shall permanently delete you details from our database. You can do this at any stage throughout the life of the project by emailing our Data Protection Officer Bev Myers at bev.myers@admsystems.co.uk

(c) Personal information for marketing purposes

As part of the registration process for our bi-annual e-newsletter, we collect personal information. We use that information for a couple of reasons: to tell you about things you’ve asked us to inform you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you’re happy and satisfied.

We don't rent or trade email lists with other organisations and businesses. We use a third-party provider, Constant Contact to deliver our marketing newsletter.

We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [Constant Contact's Privacy Policy](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing our data protection officer Bev Myers at bev.myers@admsystems.co.uk.

When someone visits www.admsystems.co.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.”

Security of your personal data via our website

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have suitable physical, electronic and managerial processes in place

Any personal information transmitted over the internet via our website is secured using SSL encrypted.

However transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

How do we protect your information?

We take all reasonable steps to ensure your personal information is stored safely on our servers. Only employees of ADM Systems (the Data Controller) who handle the technical management of our website can access your information. In accordance with UK Data Protection legislation we follow strict security procedures in the storage and disclosure of information you provide to prevent unauthorised access. Our procedures mean we may occasionally request proof of identity before disclosing information to you. We cannot however guarantee the security of any data you disclose to us online.

Do we disclose your information to third parties?

We do not sell, trade or rent your personal information to third parties. If we choose to do so in the future, you will be notified by email of our intentions, and have the right to be removed prior to the disclosure.

Your consent and rights

By using our website you consent to the collection and use of this information by ADM Systems. Changes to this privacy policy will be posted to this page so that you are kept informed of the information we collect, how we use it, and under what circumstances we disclose it.

Please note the information you provide will not be transferred out of the UK.

Access to your personal information

Under GDPR, the you have the right to access and amend any of your personal data that we hold. You are entitled to view, amend, or delete the personal information that we hold.

Email your request to our data protection officer Bev Myers at bev.myers@admsystems.co.uk

Cookies

What are cookies and why do we use them?

Cookies are small text files placed on your device when you visit a website or application. Your web browser (such as Google Chrome, Internet Explorer or Mozilla Firefox) then sends these cookies back to the website on each subsequent visit so that they can remember things like preferences.

Cookies are very useful and do lots of different jobs. For example, they enable you to move between our web pages efficiently, they remember your preferences when you visit us again and generally improve your experience when browsing with us. They can also help to ensure that adverts you see online are more relevant to you and your interests. Cookies last for different lengths of time depending on the job they do.

There are session cookies and persistent cookies:

- Session cookies only last for your online session and disappear from your device when you close your browser
- Persistent cookies stay on your device after the browser has been closed and last for the period of time specified in the cookie

You may delete any cookies already on your computer. You may also disable the cookies we use but doing so may mean you are unable to access all the facilities our site offers. Please refer to your browser's help files for appropriate instructions.

Cookies we use

Cookie Name	Cookie Owner	Cookie Description
_gat	Google Analytics	Used to throttle request rate. If Google Analytics is deployed via Google Tag Manager, this cookie will be named _dc_gtm_ <i><property-id></i> .
_gid	Google Analytics	Used to distinguish users.
_ga	Google Analytics	Used to distinguish users.
DYNSTRV	Hosting Provider	This cookie is believed to be used for load balancing to manage server traffic demand.
wordpress_logged_in	WordPress	After login, wordpress sets the wordpress_logged_in_ <i>[hash]</i> cookie, which indicates when you're logged in, and who you are, for most interface use.
wordpress_sec	WordPress	Essential WordPress session management cookies for logged in users.
wordpress_test_cookie	WordPress	WordPress sets this cookie when you navigate to the login page. The cookie is used to check whether your web browser is set to allow, or reject cookies.
wp-setting-	WordPress	WordPress also sets a few wp-settings-[UID] cookies. The number on the end is your individual user ID from the users database table. This is used to customize your view of admin interface, and possibly also the main site inte
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PS Website to add the cookies that are collected here

Changes to our Privacy Policy

Any changes we may make to our privacy policy in the future will be posted on this page.

We welcome comments on our privacy policy. Please email your questions and comments to our Data Protection Officer (DPO) Bev Myers at bev.myers@admsystems.co.uk or call us on 01756 701051

Alternatively you can write to us at the following address:-

Bev Myers, Managing Director
GDPR Data Protection Policy Directive
ADM Systems
Fairfax House
Cottingley Business Park
BINGLEY
BD16 1PE