

## Privacy Policy

This privacy policy sets out how CW Duke uses and protects any information that you give CW Duke. CW Duke is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy policy. CW Duke 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 01/01/2017.

### What we collect

We may collect the following information:

- Name
- Email Address
- Company Name
- Demographic information such as postcode, preferences and interests
- CV- If you attach your CV we will then hold this information too.

### What we do with the information we gather

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

- Internal record keeping.
- We may use the information to improve our products and services.
- From time to time, we may also use your information to contact you for market research and feedback purposes.
- We may contact you by, email or phone. We may use this information to customise the website accordingly.

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. CW Duke have a data protection policy, available on request.

### 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 analyse 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.



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.

### **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.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [sales@cwduke.co.uk](mailto:sales@cwduke.co.uk)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

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 CW Duke LTD 52 Newfoundland Circus, Bristol, BS2 9AP.

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.



This policy has been endorsed by Mr Steve Cameron (Director), and has the full support of the management / board.

The policy was approved on **2<sup>nd</sup> January 2026** following consultation with senior managers, workers, workers' representatives, and trade unions.

Overall responsibility for the effectiveness of the policy lies with Mr Steve Cameron. Amanda Gale is the lead on storing and processing of data.

For more information, please contact:

Mr Steve Cameron  
Director  
CW Duke & Sons Ltd  
53 Newfoundland Circus,  
Bristol  
BS2 9AP

A handwritten signature in black ink, appearing to read 'S Cameron'.

S Cameron  
Director

A handwritten signature in black ink, appearing to read 'J Porter'.

J Porter  
Director