



WINDOWS ~ DOORS ~ CONSERVATORIES ~ ALUMINIUM

## Privacy Procedure

### **Who We Are**

Our website address is: <https://www.countywindowkent.co.uk>.

### **Information We Collect**

If you contact us through the website contact form, we may collect your name, email address, telephone number, and any information you provide in your message. This information is used solely to respond to your enquiry and provide our services.

### **Cookies**

Our website may use essential cookies to help the site function correctly and improve user experience. These cookies do not collect personally identifiable information.

### **Brochures and Downloads**

Our website may provide downloadable PDF brochures and documents for informational purposes. These files are non-editable and do not collect personal data when viewed or downloaded.

### **Who We Share Your Data With**

We do not sell, trade, or share your personal information with third parties unless required by law or necessary to respond to your enquiry or provide our services.

### **How Long We Retain Your Data**

Information submitted through our contact form may be retained for customer service, administrative, or legal purposes for as long as necessary.

### **What Rights You Have Over Your Data**

You may request details of any personal data we hold about you and request that it be corrected or deleted, subject to any legal obligations we may have to retain certain information.

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