		<b>PRIVACY AND COOKIE POLICY STATEMENT</b>	
<b>QUALITY MANAGEMENT SYSTEM</b>		Document No: PCP-CSP-01-05.18	
Approved By: Nigel Bird	Valid from: 24.05.2018	Review Date 24.05.2019	Issue No: 01

**Electrical Infrastructure Services Ltd. (EIS) is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.**

EIS Ltd 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.

**What we collect:**

We may collect the following information:

- Name and Job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests

**What we do with the information we gather:**

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

- Internal Record Keeping
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products/services, special offers or other information which we think may be of interest to you, using the email address that you have provided.
- From time to time, we may also use your information to contact you for market research purposes.
- We may contact you by email, telephone or mail.
- We may use the information to customise the website according to your interests.

**Security:**

We are committed to ensuring that your information is secure. 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.

**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. The cookie helps analyse web traffic or lets you know when you visit a specific 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.

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.

**Controlling your personal information:**

You may choose to restrict the collection or use of your personal information. 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 [info@ei-services.co.uk](mailto:info@ei-services.co.uk)

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your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting, if you tell us that you wish this to happen.

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please write to us at Electrical Infrastructure Services, Suite 9, Keynes House, Chester Park, Alfreton Rd, Derby. DE21 4AS.

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 address shown on our website. We will promptly correct any information found to be incorrect.

*Nigel C. Bird*

Nigel Bird; Managing Director Reviewed: May 2018 Issue Date: 24th May 2018