

COOKIE POLICY

At TCS, we use a system of classifying the different types of cookies that we use on our website. This policy explains more about which cookies we use, why we use them, and the functionality you will lose if you decide you don't want to have them on your device.

WHAT IS A COOKIE?

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

HOW LONG ARE COOKIES STORED FOR?

Persistent cookies – these cookies remain on your device for the period of time specified in the cookie. They are activated each time that you visit that website, as it created this particular cookie.

Session cookies – these cookies allow website operators to link the actions of a user during a browser session. A browser session starts when you open the browser window and finishes when you close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience.

You can find more information about cookies at www.allaboutcookies.org and www.youronlinechoices.eu.

COOKIES USED ON OUR WEBSITE

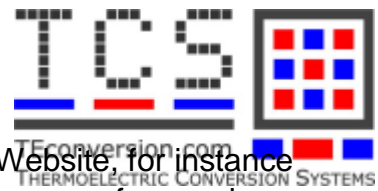
A list of all the cookies used on our website by category is set out below

Strictly Necessary Cookies

These cookies enable services you have specifically asked for. These cookies are essential in order to enable you to move around our Website and use its features, such as accessing secure areas of the Website.

Performance Cookies

These cookies collect anonymous information on the pages visited. By using the Website, you agree that we can place these types of cookies on your device.



These cookies collect information about how visitors use our Website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how our Website works.

Functionality Cookies

These cookies remember choices you make to improve your experience. By using our Website, you agree that we can place these types of cookies on your device.

These cookies allow our Website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of our webpages that you customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

Third Party Cookies

We use WooCommerce, for our online sales support. Their privacy policy can be found using this link - <https://woocommerce.com/privacy-policy/>.

We use PayPal as an option for making an online payment. Their Privacy Policy can be viewed here - <https://www.paypal.com/uk/webapps/mpp/ua/privacy-prev> and their Cookie Policy is included.

Our forms are supported by WPForms. Their Privacy Policy can be viewed here - <https://wpforms.com/privacy-policy/>. They include their Cookie Policy within this Policy.

Additional support is provided by Google Analytics and their Privacy Policy can be found using this link - <https://policies.google.com/privacy>. This includes their Cookie Policy.

For our mailing lists we use MailChimp and their Privacy Policy can be viewed using this link which also includes their Cookie Policy - https://mailchimp.com/legal/privacy/?_ga=2.218250137.1495593104.1525808743-1141605826.1525808743.

We use the services of Microsoft OneDrive and their Privacy Policy can be viewed using this link - <https://www.microsoft.com/en-gb/servicesagreement/> and <https://privacy.microsoft.com/en-gb/privacystatement>.

LINKS TO OTHER WEBSITES

This Cookie Policy does not cover the links within this site linking to other websites. Those sites are not governed by this Cookie Policy, and if you have questions about how a site uses your information, you will need to check that site's Cookie Policy.

ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to access the personal information that we hold. Email your request to our Administration Manager on admin@teconvesion.com, who will also be able to update you on all your rights under the Data Protection Act 2018.

CHANGES TO THIS COOOKIECY POLICY

We keep our Cookie Policy under regular review. This policy comes into effect on 25 May 2018.

PRIVACY NOTICE

At TCS, we are committed to maintaining the trust and confidence of our customers and suppliers, whether through direct contact or contact via our Website. In particular, we want you to know that TCS is not in the business of selling, renting or trading email lists with other companies or businesses for marketing purposes. In this policy we demonstrate this by providing details on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

TYPES OF DATA WE COLLECT

We collect data via various channels. This includes, but is not limited to, our webpage contact form, sales online, direct communication via telephone and email communications. We collect contact names, telephone number, email address, company name and position within the company.

HOW WE USE PERSONAL INFORMATION

At TCS, we use your personal information to provide you with the information you have requested, along with products and services, to comply with the law and enforce our legal rights, and to improve and market our products and services.

From time to time our accountant, lawyer, auditor and/or appointed debt collecting agency, along with other professional, may have access to personal data to carry out the tasks and duties they are contracted to do. We do not sell, rent, trade or give lists of contacts to third parties.

We take your privacy very seriously here at TCS, and always manage your data responsibly, taking great care to keep it safe and secure.

ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to access the personal information that we hold. Email your request to our Administration Manager on admin@teconversion.com who will also be able to update you on all your rights under the Data Protection Act 2018.

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We keep our Privacy Policy under regular review. This Policy came into effect on 25 May 2018.