



Environmental  
Measurements  
Limited

7 Jupiter Court  
Orion Business Park  
North Shields  
Tyne and Wear  
NE29 7SE UK  
Tel: +44-191-2583757  
e-mail: [sales@emltd.net](mailto:sales@emltd.net)  
website: [www.emltd.net](http://www.emltd.net)

## **EML Privacy Policy**

EML Privacy policy sets out to explain how we store/use/protect any personal information which we collect from you, which may personally identify you as an individual. Any information retained by the organisation is done so for legitimate business needs, and in line with current legal requirements.

We will be clear about what information we keep, and how we use it, and if you do not wish to receive marketing material you can tell us at any time and we will stop sending this to you. We will however, unless specifically requested not to, continue to keep you informed of any important information relating to any products/services we have provided to you or any information that you have requested in the past.

### **What data do we collect?**

Data collected via usual business practice when responding to information requests, purchases, services, and technical advice (including but limited to) Name, Email address, Business address, Telephone number.

Data may be stored via customer feedback/review forms received.

Our website may contain links to other websites, this policy only applies to EML website, please seek information of external websites privacy policies.

Data may be collected and shared via social media use (including but not limited to) Twitter, Facebook, LinkedIn, in line with the privacy policy of such sites.

Data may be collected through visits to our website, via Google Analytics, this can track visitor use and provide statistical reports on website activity.

Visit <https://tools.google.com/dlpage/gaoptout?hl=en-GB> for more information.

### **How we use your data**

We will never sell your information to anyone or any business to use for their own ends, we will only share information with third parties if agreed in advance. It may however be necessary to use information for specific purposes (including, but not limited to) administer your account, process payments made to EML & delivery of goods/services.

We may use your information to contact you about products/services you have previously expressed interest in, this may be via newsletter or specifically targeted emails/letters, you have the right to request not to receive these at any time (please see Your rights section below).



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### **How we store your data**

EML use Microsoft Cloud servers, specifically OneDrive and SharePoint to store company information, this may include personal information acquired, as outlined in this policy.

### **Duration of data retention**

We will keep your information on record for however long deemed suitable by the organisation to ensure any necessary future information relating to the provision of products and services can be supplied when required.

### **Your rights**

You can request a copy of the information we hold about you at any time.

You can request that we do not contact you via all, or any specific means at any time.

You can contact us to update your preferences and the information we have about you at any time.

You can unsubscribe from any marketing material at any time by using the unsubscribe link on any material you receive or by contacting us directly.

Information can be requested by contacting [sales@emltd.net](mailto:sales@emltd.net) or by writing to EML at....  
EML, 7 Jupiter Court, Orion Business Park, Tyne Tunnel Trading Est, North Shields, NE29 7SE.

### **Changes to the policy**

EML reserves the right to update/change this policy when deemed necessary, notice of change may be given via our website, newsletter or via direct contact if appropriate.