



## LAR Privacy Policy

### Manual Issue and Control

This Policy is available on the shared drive for consultation within the Company and a Library Copy is maintained and filed in the Reference Area.


**This copy of this Policy is subject to updating and is to be amended only on the authority of the Quality Manager.**

Name: Library Copy  
Date issued: November 2024

**Note:** If this copy does NOT carry a REGISTERED COPY NO, or it is entered as an 'X'. This manual should be considered UNCONTROLLED and therefore not subject to updating.

For control purposes and limitations in circulation of revision sheets, the list of personnel responsible for co-ordinating/implementing procedures within the Manual and any changes thereto, will be held and maintained by the Quality Manager. A register of issue status will also be held and maintained by the Quality Manager.

Issue No	Date Sent Out	Reviewed	Section/Page No.	Amendment
1	November 2024	Full Policy	Full Policy	Full Policy
2				
3				
4				

<b>Issue No:</b>	1	Unit 5 Crossley Park Ind Est Crossley Road Stockport SK4 5BF
<b>Implementation Date:</b>	November 2024	
<b>Director Responsible</b>	Steve Hannah, Managing Director	
<b>Signature:</b>		
<b>Date of signature:</b>	November 2024	
<b>Proposed Review Date:</b>	November 2025	
		Tel: 0161 947 9628
		E: info@larltd.com

## 1. Introduction

LAR is committed to protecting and respecting your privacy. This policy explains how we collect, use, and protect your personal data when you visit our website or use our services.

## 2. Information We Collect

We may collect and process the following data about you:

- Personal Identification Information: Name, email address, phone number, etc.
- Technical Data: IP address, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website
- Usage Data: Information about how you use our website, products, and services
- Marketing and Communications Data: Your preferences in receiving marketing from us and your communication preferences

## 3. Legal Basis for Processing

We process your personal data based on the following legal grounds:

- Consent: Where you have given us explicit consent to process your data
- Contract: Where processing is necessary for the performance of a contract with you
- Legal Obligation: Where we need to comply with a legal obligation
- Legitimate Interests: Where it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests

## 4. Data Security

We implement appropriate technical and organisational measures to protect your personal data against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

## 5. Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

## 6. Your Rights

You have the following rights regarding your personal data:

- Access: You have the right to request access to your personal data
- Rectification: You have the right to request correction of any inaccurate or incomplete data we hold about you
- Erasure: You have the right to request the deletion of your personal data
- Restriction: You have the right to request the restriction of processing your personal data
- Objection: You have the right to object to the processing of your personal data
- Data Portability: You have the right to request the transfer of your personal data to another party

## 7. Changes to This Policy

We may update this privacy policy from time to time. Any changes we make will be posted on this page, and where appropriate, notified to you by email.

### 8. Contact Us

If you have any questions about this privacy policy or our data protection practices, please contact us at:

**LAR Ltd**

*Unit 5 Crossley Park Ind Est*

*Crossley Road*

*Stockport SK4 5BF*

Tel: 0161 947 9628

Email: [info@larltd.com](mailto:info@larltd.com)