

# PRIVACY POLICY

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Source Office Supplies Ltd has a privacy policy that falls in line with the new GDPR guidelines. This is how we use any personal information we collect about you when you use this website.

## WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect information about you when you register with us or place an order for products or services. We also collect information when you fill in contact forms, request samples and product literature. Website usage information is collected using cookies.

## HOW WILL WE USE THE INFORMATION ABOUT YOU?

We collect information about you to process your order, manage your account and, if you agree, to email you about other products and services we think may be of interest to you.

We use your information collected from the website to personalise your repeat visits to our website.

Source Supplies will not share your information for marketing purposes. In processing your order, we may send your details to, and also use information from credit reference agencies and fraud prevention agencies.

## MARKETING

We would like to send you information via email about products and services that may be of interest to you. You may opt out at any time or update your preferences. [CLICK HERE TO DO SO.](#)

## ACCESS TO YOUR DATA

You have the right to request a copy of the information that we hold about you. If you would like a file with all the information we store about you, please email us [info@sourcesupplies.co.uk](mailto:info@sourcesupplies.co.uk)

## COOKIES

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit [WWW.ABOUTCOOKIES.ORG](http://WWW.ABOUTCOOKIES.ORG) or [WWW.ALLABOUTCOOKIES.ORG](http://WWW.ALLABOUTCOOKIES.ORG)

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

## OTHER WEBSITES

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.



## CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 24th May 2018.

## HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold about you:

- By email [info@sourcesupplies.co.uk](mailto:info@sourcesupplies.co.uk)
- Or write to us at: GDPR, Source Supplies, 1a Watchmoor Road, Camberley, Surrey, GU15 3AQ

