



HUNG HING UK

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Privacy Policy for MacLehose Associates Limited

(t/a Hung Hing UK)

Updated 25th May 2018

Our Commitment to Privacy

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

The Information We Collect

This notice applies to all information collected or submitted on the Hung Hing UK Website. On some pages, you can provide your contact details and make an enquiry about our services.

The types of personal information collected at these pages are:

Your Name
Company Name
Address
E-mail address
Phone number

How We Use Information

We use the information you provide about yourself solely for the purpose of your enquiry. We save your data to our data management software (We use Pipedrive) for the purpose of on-going communications and we do not share this information with outside parties except to the extent necessary to complete the enquiry. We may use this data to run a credit check, but we will only do this when an enquiry progresses to becoming an order for our services. We may occasionally run a credit check on new suppliers as part of our due diligence when creating new partnerships.

Hung Hing UK is a trading name of MacLehose Associates Limited, a UK registered company operating as the UK sales agent for Hung Hing Printing in China. Data collected by MacLehose Associates Limited trading as Hung Hing UK may be shared with Hung Hing Printing in China for the purposes of progressing enquiries into potential trading arrangements between the client and Hung Hing Printing in China.

We use return e-mail addresses to answer the enquiries we receive. Such addresses are not used for any other purpose.

You can register with our website if you would like to receive news

from Hung Hing UK, as well as updates on any new products and services. Information you submit on our website will not be used for this purpose unless you give us your consent at the time of making the enquiry.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt out or otherwise prohibit such unrelated uses.

Our Commitment to Data Security

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. All data is held on a password protected cloud server, and any data held on individual PCs or mobile devices is password protected. Access to our office for paper records is restricted to staff only and is physically secured.

Our Commitment to Children's Privacy

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

How to Access or Correct Your Information

You can access all your personally identifiable information that we collect online and maintain by emailing julie@hunghing.co.uk. To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections. We use this procedure to better safeguard your information. You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

How to Contact Us

Should you have other questions or concerns about these privacy policies, please send us an e-mail to julie@hunghing.co.uk