

## **Website Privacy Policy**

This privacy policy sets out how Instant Build Global Ltd uses and protects any information that you give us when you use this website.

Instant Build Global Ltd are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 01/05/2025.

### **What we collect**

We may collect the following information:

- Name
- Address
- Telephone number
- Email address
- Information on products in which you have expressed an interest
- Other information provided to us on our customer contact forms

### **What we do with the information that we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

#### **Internal record keeping**

We may use the information to improve our products and services. We may use the information to contact you or provide a quotation based on the information provided.

#### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

#### **Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web application to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to identify and target customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie, under no circumstance, gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies via the pop-up banner at the top of the page as you enter our website. Most web browsers automatically accept cookies but you can usually modify your browser settings to decline cookies if you prefer. Please note that this may prevent you from taking full advantage of the website.

**Registered Office: Instant Build, Sovereign House, The Street, Coney Weston, Bury St Edmunds, Suffolk, IP31 1HG**

### **Social Media Buttons**

On our website, we display social media buttons for Facebook, Twitter, Instagram and YouTube. In order to implement these buttons and connect them to the relevant social networks and external sites, there are scripts from domains outside of Instant Build Global Ltd. You should be aware that these sites may collect information about what you are doing all around the internet, including on Instant Build Global Ltd's website. If you click on any of these buttons, these sites will be registering that action and may use the information. You should check the respective policies of each of these sites to see how exactly how they use your information and to found out how to opt out or delete such information.

### **External Web Services**

We use a number of external web services on our website, mostly to display content within our web pages – for example, to display videos we use YouTube. This is not an exhaustive or complete list of the services we use, or might use in the future, when embedding content, but this is the most common. As with the social media buttons, we cannot prevent these sites or external domains from collecting information on your usage of this embedded content. If you are not logged in to these external services then they will not know your identity but are likely to gather anonymous usage information e.g. number of views, plays, loads etc.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site please note that we do not have any control over that other website. Therefore we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy policy. You should exercise caution and look at the privacy policy applicable to the website in question.

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to us at **Instant Build, Sovereign House, The Street, Coney Weston, Bury St Edmunds, Suffolk, IP31 1HG** or by emailing us at **enquiries@InstantBuild.co.uk**

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR) by contacting us at the above correspondence or email address. Furthermore, if you believe that any information we are holding on you is incorrect or incomplete, please write to us or email us as soon as possible so we can promptly correct any information found to be incorrect.

### **Disclaimer**

The material on our website is given for general information only, and does not constitute professional advice. You should take specific advice before taking a course of action as we do not accept directly or indirectly any responsibility for loss arising directly or indirectly from reliance on information on this site.

Given that the internet uses an open system, we cannot warrant that the site and downloads reach you virus-free. You must, therefore, take all appropriate precautions for your own safety.

## **Website Terms and Conditions**

The term 'Instant Build Global Ltd' or 'us' or 'we' refers to the owner of the website. The term 'you' refers to the user or viewer of our website.

The use of this website is subject to the following terms of use:

The content of the pages of this website is for your general information and use only. It is subject to change without notice.

Neither we, nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose.

You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.

Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website meet your specific requirements.

This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.

All trademarks reproduced in this website which are not the property of, or licensed to, the operator are acknowledged on the website.

Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.

From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).

You may not create a link to this website from another website or document without Instant Build Global Ltd's prior written consent.

Instant Build Global Ltd's Terms & Conditions have been used in accordance to UK Government body Business Link ([www.businesslink.gov.uk](http://www.businesslink.gov.uk)).

Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Scotland and Wales.