

# PRIVACY POLICY

We would like to take this opportunity to assure you that we are 100% committed to protecting your privacy and security.

## **Your Personal Information that we may collect**

In order to process your enquiry and to provide you with the best possible level of service, we may need to collect some necessary information about you, your name, company name, telephone number and e-mail address. This will only happen when you complete the enquiry form.

However, we only use the information we collect about you in accordance with the Data Protection Act 1998.

We will not, under any circumstances, pass any of the information we have collected about you on to any third party. Our commitment to customer service ensures that all personal information is held securely, in accordance with both our internal security policy and the UK Data Protection Act 1998, to ensure that no other party is able to view your details.

If you wish to check the information that we hold about you, you can do this at any time by Emailing us. If any of the information we hold is inaccurate, we will delete or correct it immediately. Our security procedures mean that we may request proof of identity before we are able to disclose sensitive information to you.

## **Emailing**

We do not endorse 'spam' mail - we know how annoying this is! We will send you information that may be relevant to you and we will send regular newsletters to all of our customers. If you choose to do so, you can unsubscribe from these at any point.