



PRIVACY POLICY

Introduction

This is a notice to inform you of our policy about all information that we record about you. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you (“personal information”) and information that could not. In the context of the law and this notice, “process” means collect, store, transfer, use or otherwise act on information. We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our website are entitled to know that their personal data will not be used for any purpose unintended by them and will not accidentally fall into the hands of a third party. We undertake to preserve the confidentiality of all information you provide to us. We do not share, or sell, or disclose to a third party, any information collected through our website.

Information we process with your consent

When you ask us to provide you with more information about our business, including our products and services, you provide your consent to us to process information that may be personal information. Your consent is given implicitly when you send us a message by e-mail via this website to which you would reasonably expect us to reply. We continue to process your information on this basis until you withdraw your consent or it can be reasonably assumed that your consent no longer exists. You may withdraw your consent at any time by instructing us.

Information we process because we have a legal obligation

Sometimes, we must process your information in order to comply with a statutory obligation. For example, we may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order. This may include your personal information.

Sending a message through this website

When you contact us with an enquiry through our website we collect the data you have given to us in order to respond to your enquiry. We keep personally identifiable information associated with your message, such as your name and email address, so as to be able to track our communications with you.



Disclosure and sharing of your information

We do not disclose your personal information to any third party except where we have a legal obligation.

Access to your personal information

To obtain a copy of any information personally identifiable information that we hold about you, you may send us a request. After receiving the request, we will tell you when we expect to provide you with the information.

Removal of your information

If you wish us to remove personally identifiable information, you may contact us.

How you can complain

If you are not happy with our privacy policy or if you have any complaint then you should contact us. If a dispute is not settled then we hope you will agree to attempt to resolve it by engaging in good faith with us in a process of mediation or arbitration. If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office. This can be done at <https://ico.org.uk/concerns/>.

Retention period for personal data

Except as otherwise mentioned in this privacy notice, we keep your personal information only for as long as required by us to provide you with the services you have requested.

Changes to our privacy policy

We may update this privacy notice from time to time as necessary. The terms that apply to you are those posted here on our website on the day you use our website. We advise you to print a copy for your records. If you have any question regarding our privacy policy, please contact us.