

# Privacy Policy

We are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998).

We collect information about you for 3 reasons: firstly, to process any online enquiries, secondly to provide news if you are a subscriber and thirdly to provide you with the best possible service.

By adding your name to contact and subscription forms you may receive occasional mail shots regarding offers, information and new services/products that may be of interest to you. We will give you the chance to refuse any marketing email from us.

The type of information we will collect about you includes:

- your name
- phone number
- email address

We will never collect additional information about you without informing you of this beforehand.

The data we hold will be accurate and up to date. You can check the information that we hold about you by emailing us. If you find any inaccuracies we will delete or correct it promptly.

The personal information that we hold will be held securely in accordance with our internal security policy and the law.

We will not share your information with any 3rd party, either in the EEA (European Economic Area) or outside this area.

We may use technology to track the patterns of behaviour of visitors to our site. This can include using a "cookie" which would be stored on your browser. You can usually modify your browser to prevent this happening. The information collected in this way can be used to identify you unless you modify your browser settings.

If you have any questions/comments about privacy, you should contact us.