



## **Data Privacy Notice**

### **Who looks after data protection?**

Under Data Protection legislation the Managing Director is the Data Controller. This means they decide how your personal data is processed and for what purposes.

### **What we hold**

Our website does not use any data collection methods to collect any data about you. Our website only collects data on which pages have been visited.

If you contact us using the email address or online form, we will only use this data to contact you to discuss and offer our group company services.

### **Why we hold and process this personal data**

We are collecting this information to enable us to offer our services and provide information about the services we provide.

We may also gain your consent to use your data to inform you of news, events, activities or special offers of any group company service.

### **How we will keep and use the information**

Your name and contact details will be entered onto our secure CRM. This is password protected and accessed only by the company directors and will only be used to provide you with information about group companies.

Data will not be shared with any other third party organisation.

### **Access to, correcting and removing the information**

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the office. You also have the right to ask for information which you believe to be incorrect to be rectified.

### **Any concerns**

If you are concerned about the way your information is being handled please speak to our Compliance Director. If you are still unhappy you have the right to complain to the Information Commissioners Office.

### **Contact details**

Office: 01494 639512

PO Box 1280, High Wycombe, Bucks HP12 4US