

Privacy Policy

Your Information

We take the privacy and security of your information very seriously and this policy lays out how we shall use and process any information we gather from your use of the website. Details of what information we gather and how we process it when you use the website can be found in our Terms and Conditions of use page.

What we collect

The information we hold and process will be used for our administrative use only. We will keep and use it to enable us to manage our relationship with you effectively, lawfully and appropriately. Much of the information we hold will have been provided by you and is used for contact information. We will only share your information with a third party with your explicit consent and this will be gathered on each occasion that it is required.

What we don't collect

We neither collect nor hold sensitive information such as bank or credit card information. Any financial transactions made are handled through a third-party payment gateway and as such we never obtain any of this information.

How long will we hold your information?

Any personal data collected via the website will be stored for a period of 7 Years as we are required to do by law. You have the right to withdraw consent at any time for the information that we hold.

Newsletters

From time to time we may publish news letters or marketing literature which you can choose to opt in or opt out from at any time. These shall be advertised on the website and may appear in mailings if you have opted to receive these.

Your Rights

What we will not do with your information

With the exception of legally required information by a court of law, we shall not disclose any information gathered on the website to any third parties without your express approval.

Processing of your data

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, objects to processing as well as in certain circumstances the right to data portability.

Consent

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

Complaints

We hope that you never have cause to complain about how we use your data however if you do, we encourage you to contact us first.

Contacting Us

You may contact us by

- Email : email address to use
- Phone : phone number to use

- Written : postal address to use

You can always update your preferences by letting us know how you want us to treat your data.

ICO

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 2018 with regard to your personal data.