**Privacy Policy**

We take protecting your privacy very seriously. This statement is to help you understand what information we hold about you and how we collect, store and process that information, in order to provide our services to you.

If you have any questions or would like further information, please contact us by email

**What personal information do we collect?**

The personal information we collect from you will depend on what services you have requested .  Generally  these details would be your name, your telephone number, your email address & your address.

**What do we use your personal information for?**

We process the information

• To provide you with quotes or invoices

• To provide you with updates on topics and related services that complement the services you have engaged us to deliver

• Where you have consented for us to provide you with regular news  and updates on topics we feel you will find useful

**How do we protect your personal information?**

We protect your personal information-

• By keeping it up to date though regular contact

• Storing information in secure locations

• Destroying information which is no longer relevant- unless we have a legitimate reason or statutory obligation to retain it

• Keeping to a minimum the number of employees or third parties who have access to your information

**How long do we keep your personal information?**

 We will only keep your personal information for as long as necessary, however, there are some circumstances when we will need to keep your information for longer. These include;

• Where we have a legitimate reason or statutory obligation to retain the information depending on the services we are providing

• To ensure our business is run in an efficient and compliant manner

**Who else has access to your personal information?**

In order to provide you with the services you have requested , there are several third parties who may also need to process your personal information.

We use Gmail, Google Drive and Google AdWords for email, file storage and to promote and also assist us in the optimisation and improvement of this website.

Their privacy policy can be found here; <https://policies.google.com/privacy>

As the requirements of our business change, we may need to change the third parties who process your information to meet those requirements.

**Accessing your personal information**

Under the new GDPR regulations, you have the right -

• To make a request to see the personal information we hold about you

• To change / update the personal information we hold about you

• To ask us to delete / erase the personal information we hold about you unless there is a statutory, regulatory or otherwise legitimate reason for us not to comply (we will always provide you with more information if this is the case).