Customer Privacy Policy

How we collect your information
- E-mail enquiry from website
- Our phone calls are not recorded, but we do keep notes of those conversations and relevant project data that is discussed.
- We didn't buy your data from anyone else.
- We use data from emails you send us to get in touch with you, and only request your name, the company you work for, your email address and phone number.
- We only use the data you give us directly, and anonymous data from visiting our website.
- You won't receive marketing information from us unless you asked us to contact you regarding a specific enquiry.
- We will always ask for your consent to use your data before we hold it.
- If you consent to us holding your information, we do so on a local network, in our office.
- We will not use your data for any other purpose.

What we do with your information
- We don't share with, or sell data to, any other companies. We would only do this if there was a legal reason to do so.
- We hold information locally on file, and it's regularly reviewed to see if it is still necessary for the business to hold it. Information that is not necessary is deleted from our systems.

Who we share information with
- You have the right to request the information we hold, and should you wish to do so, get in touch, and we will respond.
- Our website is administered by a third party, and they use Google Analytics to anonymously monitor traffic and behaviours of the visitors to our website.