



Privacy Policy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

1. What information do we collect?

We may collect, store and use the following kinds of personal information:

- a. information about your computer and about your visits to and use of this website including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, website navigation;
- b. Information that you provide to us for the purpose of raising enquiries via our website contact forms such as:
 - Name
 - Email Address
 - Telephone Number
- c. information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters;
- d. information that you provide to us for to enable us to provide the services as instructed by yourselves such as:
 - Company Information
 - Company Registration Information
 - Address
- e. any other information that you choose to send to us

2. Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- a. send you general (non-marketing) commercial communications;
- b. send you email notifications which you have specifically requested;

- c. send you our newsletter and other marketing communications relating to our business which we think may be of interest to you, by post or, where you have specifically agreed to this, by email or similar technology (and you can inform us at any time if you no longer require marketing communications);
- d. deal with enquiries and complaints made by or about you relating to the website;
- e. keep the website secure and prevent fraud;
- f. verify compliance with the terms and conditions governing the use of the website

Where you submit personal information for publication on our website (e.g photos), we will publish and otherwise use that information in accordance with the licence you grant to us.

We will not, without your express consent, provide your personal information to any third parties for the purpose of direct marketing.

3. Disclosures

We may disclose your personal information to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this privacy policy.

In addition, we may disclose your personal information:

- a. to the extent that we are required to do so by law;
- b. in connection with any ongoing or prospective legal proceedings;
- c. in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- d. Except as provided in this privacy policy, we will not provide your information to third parties.

4. International data transfers

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy.

Information which you provide may be transferred to countries which do not have data protection laws equivalent to those in force in the European Economic Area. You expressly agree to such transfers of personal information.

5. Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure servers.

You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

6. Policy amendments

We may update this privacy policy from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

7. Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

- a. the payment of a fee (currently fixed at GBP 10); and
- b. the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).

We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes, by sending an email to us. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

8. Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

9. Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

10. Contact

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email to info@dpds.co.uk.