

## **Privacy Policy**

1. We are committed to protecting your privacy. We will only use the information we collect about you lawfully in accordance with Data Protection Act 2018, the EU General Data Protection Regulation GDPR and the Data Protection (Amendment) Act 2003.
2. We will not share your personal information with unauthorised persons.
3. We will never sell your personal data.
4. We will not use your personal data for marketing or promotional purposes.
5. The data we collect will include your name, address and contact details.
6. We will keep details provided for a period of 3 years, or for longer period of time if legitimate purposes apply. After this period we will securely delete and destroy your personal data
7. Information may be stored electronically or in hard form but in either case it will be secure.
8. As a data subject you have the rights as an individual under the Data Protection Act 2018.