

We are committed to protecting your privacy We collect the minimum amount of information about you commensurate with providing you with the best possible service. This document indicates the type of processes that may require data to be collected about you. The use of this website by you confers on us the right to collect such information within the limits set out. You may email us at the address on the main Contacts Page if you have any queries or wish to be removed from any list in our control.

Information collected

We may collect any or all of the following information depending on the type of transaction you are entered into: name, address, telephone number, fax number, email address, together with data about your use of the website. Other information that may be needed from time to time to process a request may also be collected as indicated on the website.

Information use

We only use the information collected to process the task for which you visited the website. Data collected in the UK is held in accordance with the most recent Data Protection Act. All reasonable precautions are taken to prevent unauthorised access to this information. This safeguard may require you to provide additional forms of identity should you wish to obtain information about your account details.

Cookies

Your Internet browser has the in-built facility for storing small files, 'cookies', which hold information that allows the website to recognise your account. This website may, from time to time, take advantage of this facility to enhance your experience. You have the ability to prevent your computer from accepting cookies, but if you do certain functionality on the website may be impaired.

Disclosing information

We do not disclose any personal information obtained about you from this website to third parties. We may use the information to keep in contact with you and inform you of developments associated with this website. You will be given the opportunity to remove yourself from any such mailing list or similar device. If at any time in the future we should wish to disclose information collected on this website it would only be with your knowledge and consent.

Changes to this policy

This policy will be that which covers users of this website unless it is superseded by a more recent version. Any changes to our Privacy Policy will be placed here. We will take reasonable steps to draw your attention to any changes in our Policy. However, we suggest that you read this document each time you use the website to ensure that it still meets with your approval.