

PRIVACY POLICY

We are committed to safeguarding the privacy of our website visitors and service users.

This policy applies where we are acting as a data controller with respect to the personal data of our website visitors, customers, suppliers, and staff.

We may modify this policy at any time by posting the revised version on this website. The changed will be effective 30 days from initial post and your continued access or use of our services after such time will constitute acceptance of the revised Policy. Therefore we recommend you periodically check this page to ensure you are happy with any changes.

INFORMATION WE COLLECT

The information collected and processed could include such details as name, job title and the organisation you work for, your company mailing address, email address and appropriate telephone numbers. We may also hold bank details.

HOW WE USE YOUR INFORMATION

Any data held will be strictly limited and relevant to business transactions for us to provide an efficient service to you.

We may disclose your personal data to our insurers and/or professional advisers to an extent deemed reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise, in defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

If we need to use this information for another purpose, we will ask you for consent and will use your information only on receiving the consent and then only for the purpose(s) of which consent has been granted unless we are required to do otherwise by law

RETENTION OF INFORMATION

We will retain your personal information for 12 months after no further use of our services. We may need to retain certain information for longer periods such as record keeping in accordance with applicable law or legitimate reasons such as enforcement of legal rights etc.

YOUR RIGHTS

Your standard rights under data protection law are the rights to access rectify and erase the data. Objection and/or restriction of use. You also have the right to complain and withdraw authorisation.

To exercise these rights, you can write to us at info@tracemark.co.uk and we will respond to your request in accordance with valid law