

## **Skuddair Privacy Policy**

This privacy policy explains how Skuddair Ltd uses and protects any information that you give Skuddair when you use this website or contact us direct through our website, email, post or phone.

Skuddair is committed to ensuring that your privacy is protected, should we ask you to provide certain information by which you can be identified when using this website or providing us with information directly then you can be assured that it will only be used in accordance with this privacy policy.

By providing us with your personal data you are consenting to us storing it appropriately for us to be able to provide you with our businesses services. You may contact us at any time to remove it.

Skuddair may change this policy from time to time by updating this page, you should periodically check this page to ensure that you are happy with any changes. This policy is effective from May 2018.

### **What We Collect**

We may collect the following information:-

- First name and last name.
- Contact information including email address and/or address.

### **What We Do With The Information We Collect**

We require this information to understand your needs and provide you with a better service and in particular for the following reasons:-

- Internal record keeping.
- We may use the information to tailor our service and advice to you.

We do not send promotional emails or marketing information using your contact details.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access we have put in place physical, electronic and management processes to safeguard and secure the information you provide us.

### **Controlling Your Personal Information**

Skuddair will not sell or distribute your personal information to third parties unless we are required by law to do so or have your permission.

If you believe that any information we are holding on you is incorrect or incomplete, please write to us or email us as soon as possible at the contact details on our website and we will correct your details.