# Your Privacy With Conservatory Roof Solutions

Your personal information such as your Title, Name, Address, Phone Number and Email address.

At Conservatory Roof Solutions we take all of our customer's privacy very seriously. As a company we do not sell, rent or share any of our customers information with other companies or organisations. In the privacy page we have done our very best to explain how we collect, store and use your information.

# Using and collecting your personal information

When you visit our website we may use several products to analyse the traffic to our site to have a clearer understanding of our customers and improvements to our site. The data we collect is anonymous and is not linked to any specific IP address.

#### The use of Cookies

Our site, as well as most sites on the Internet, use "cookies" to enhance your experience on the web The non-essential cookies on this web site allow us to use Google Analytics which is a popular program used by many web sites you visit to analyse site statistics and traffic. You can disable non-essential cookies in your browser settings.

## **External Links**

Our website may contain external links but we are not responsible for the privacy or management for these sites. You must refer to the individual sites privacy policy.

# Access to your own personal information

You are entitled to access, view, amend or delete your own personal information that we may hold of yours. To access your information Please contact our data protection officer by email at conservatoryroofsolution@gmail.com

#### Your Personal data

During the process of delivering our web site pages to you, we do not collect any personally identifiable information about you such as name, address, phone number, or e-mail address. This information is received by us when you voluntarily complete our contact forms. But, we do not share the contact details of any of our customers.

# Collecting and use of personal information

We do not collect information for any third party groups or companies. However, we do obtain some types of non-personally identifiable information such as the Internet Service Provider/IP address you use to connect to the Internet, search terms used to find our site, your browser type, or the type of computer operating system you use (Macintosh or Windows, for example). The information collected by us is used for the purpose of analysing traffic, understanding customer needs towards providing the best service and measuring web site and online promotion effectiveness

## Sharing your personal data

We do not share any of your personal data with any persons or organisation.

### **Data Retention**

We do not store our customers personal data any longer than is necessary or that is legally required set by HMRC. This is currently 7 years from the date of any last transaction. After this period your personal information will be deleted. At Space 2 Room we try our best to have all of our customers information kept up to date. We may hold customer data for up to 10 years in order to fulfill the provisions of our Guarantee for the works we undertake.

## **Changes to this Privacy Policy**

This privacy policy was created on the 31st of March 2020 and may be updated regularly to comply with the GDPR requirements at any time from now to the 30th of March 2020. We will update our Privacy Policy every 12 months. All updated terms to our policy will be listed below with the dates they took effect.

Our Data protection insurance is with ICO (Information Commissioners Office)