

## Privacy Policy

We are committed to protecting your privacy and maintaining the confidentiality of your personal information. This privacy policy sets out how we collect, use, and protect your personal information.

### Collection of Information

We collect information about you for two reasons: firstly, to process your order and second, to provide you with the best possible service. The type of information we collect includes but is not limited to:

- Your name
- Company
- Address
- Phone number
- Email address

We will never collect sensitive information about you without your explicit consent.

### Use of Information

We will only use the information we collect about you lawfully and in accordance with the Data Protection Act 1998. We will not disclose any of your personal information to any third party unless required to do so by law.

We will use your personal information for the following purposes:

- To process your order and provide the services you have requested
- To communicate with you about your order or our services
- To improve our services and website
- To send you marketing communications, with your consent

We will not send you marketing communications unless you have given us your consent to do so. You can choose to opt-out of receiving marketing communications at any time by following the instructions in the email or contacting us directly.

### Protection of Information

We are committed to keeping your personal information secure and confidential. We will take all reasonable steps to protect your personal information from unauthorized access, disclosure, or misuse.

We may use technology, such as Google Analytics, to track the patterns of behaviour of visitors to our site. This technology may use cookies to collect information about your browsing activities on our website. You can usually modify your browser settings to prevent cookies from being stored on your computer.

### Access to Information

You have the right to access the personal information we hold about you. You can request this information by emailing us at the address provided on our website. We will respond to your request within 30 days.

If you find any inaccuracies in the information we hold about you, please let us know and we will delete or correct it promptly.

#### Contact Us

If you have any questions or comments about our privacy policy, please contact us using one of the methods provided on our contact page. We reserve the right to modify this privacy policy at any time without prior notice.