

# Privacy Policy

Woodhouse and Sturnham (Peterborough) Ltd, Woodhouse and Sturnham (St Neots) Ltd, WSK Spalding and Woodhouse and Sturnham (Stamford) Ltd (will be referred to as Woodhouse and Sturnham Group collectively for rest of this document) take the protection of your privacy seriously, we will only use your personal information to deliver the services you have requested from us and to meet legal responsibilities.

The information you provide will be held under the Data Protection Act 1998 and will not be shared with any third-party companies. If you wish to be removed from our database please email [accounts@woodhouseandsturnham.co.uk](mailto:accounts@woodhouseandsturnham.co.uk) quoting your name, account number, company name and postcode and post this information to **Accounts, Woodhouse and Sturnham (Peterborough), Welbeck Way, Shrewsbury Avenue, Peterborough, PE2 7WH .**

## **INFORMATION THAT WE WILL COLLECT:**

- All the information necessary to fulfil your order including, your name, company, telephone/fax number, your email address, purchasing, credit or debit card details (where relevant) and delivery address.

## **HOW IS YOUR INFORMATION USED**

- To Process your order.
- For registration purposes if you open an account.
- Internal record keeping.
- To improve our products and services.
- Our representatives may follow up, either by e-mail, phone or fax to people who have purchased goods from our site as part of our customer care procedures.

## **WHO HAS ACCESS TO YOUR INFORMATION**

Woodhouse and Sturnham Group will not share your information with third parties for marketing purposes and will not sell or rent your information to third parties.

Any member of staff, External accountants and IT company (which services are employed by our company) with access to your information have a duty of confidentiality under the ethical standards that this company are required to follow.

## **Security precautions in place to protect the loss, misuse or alteration of your information**

Whilst we strive to protect your personal information, we cannot guarantee the security of information you transmit to us and you do so at your own risk

Once we receive your information, we make our best effort to ensure its security on our systems.

## **Your Rights**

**Access to your information:** you have the right to request a copy of company information we hold about you.

**Correcting your information:** We want to make sure that your company information is accurate and up to date and you may ask us to correct any information about you that you believe does not meet these standards.

ICO ([more information on the ICO website](#)).