

Just Surveys Limited

Specialists in Drain Surveys

Dexters 1, Linton Farm Highnam, Gloucester Gloucestershire, GL2 8DF Telephone: 01452 730185 Email: <u>enquiries@just-surveys.co.uk</u> Website: <u>www.just-surveys.co.uk</u>

PRIVACY STATEMENT

Just Surveys Ltd are committed to respecting and protecting the privacy of anyone using our site and the confidentiality of any information that you provide us with. The purpose of this statement is to set out how we use any personal information that we may obtain from you.

Data Protection Act 2018 GDPR ('the Act')

We are registered under the Data Protection Act and comply with the Act in all our dealings with your personal data. **Use and collection of personal information**

In general, you can visit our website without telling us who you are and without revealing any information about yourself. If, however, you use our site you will need to register, and you will be asked to provide certain information such as your contact details. We will store this data and hold it on computer or otherwise. We may use information that you provide:

- To register you with our website and to administer it.
- For assessment and analysis, e.g. marketing, customer and product analysis, to enable us to review, develop and improve our services.

If you do not want us to use data in this way, or to pass your details on to third parties for marketing purposes, please tick the relevant box situated on the form on which we collect your data.

We may disclose your personal information to third parties:

- In the event we sell or buy any business or assets, in which case we might disclose your personal data to the prospective buyer or seller.
- If we are under a legal duty to disclose or share your personal data in order to comply with or meet any legal obligation.

Cookies

We collect information directly from you in a number of ways. One way is through our use of 'cookies'. Most websites use cookies in order to make them work, or to work more efficiently, as well as to provide information to the owners of the website. They help us to understand how our customers and potential customers use our website so we can develop and improve the design, layout, content and function of the site. Cookies are small text files that are placed on your computer's hard drive by websites that you visit. They save and retrieve pieces of information about your visit to the website – for example, how you entered the site, how you navigated through the site and what information and documentation was of interest to you. This means that when you go back to a website, it can give you tailored options based on the information it has stored about you on your last visit.

Some of our cookies are used to simply collect information about how visitors use our website and these types of cookies collect the information in an anonymous form.

Where there is a login process relating to buying products or services from us, we also use cookies to store personal registration information so that you do not have to provide it to us again on subsequent visits.

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To find out more about cookies, including seeing what cookies have been set and how to manage and delete them, visit <u>www.allaboutcookies.org</u>.

If you do not wish to accept cookies from our website, please leave this site immediately and then delete and block all cookies from this site. Alternatively, you may opt out of receiving information from us by e-mail, telephone, fax or post. Our phone number is 01452 730185, or you can e-mail us on <u>admin@just-surveys.co.uk</u>. **Security**

We endeavour to take all reasonable steps to protect your personal information. However, we cannot guarantee the security of any data that you disclose online and we will not be responsible for any breach of security unless this is due to our negligence or wilful default.

Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will aim to inform you before collecting your data if we intend to use your data for such purposes or we intend to disclose your information to any third party for such purpose. You can exercise your right to prevent this happening by checking certain boxes on the forms we use to collect your data.

General

You have the right to see personal data (as defined under the Data Protection Act) that we keep about you upon receipt of a written request. Any request should be sent to:

Just Surveys Ltd Dexters 1 Linton Farm Highnam Gloucester GL2 8DF

05.11.2020

