

PRIVACY POLICY

Sign That Doc Ltd (“we’ or “us” or “our”) is committed to protecting your privacy. Our Privacy policy explains how we collect, use and protect information about you in the scenarios that are described in section 2 below. By taking any of the actions listed within that section, you agree that we may collect and use your information in the ways described in this privacy policy.

What’s covered in our privacy policy:

1. Who we are
2. How we collect information
3. What we use your information for
4. Sharing your information
5. Cookies and Traffic data
6. Your information
7. Changes to our privacy policy
8. Security and storage of information
9. Transfers outside Europe
10. Other Sites
11. Further Information

1. Who we are

We are a limited company registered in England and Wales under company number 9397964. Our registered office is at Carrwood Park, Selby Road. Leeds. LS15 4LG. We are registered on the Information Commissioner's Office Register of Data Controllers under registration number ZA095737. This registration covers all of our different business Locations.

2. How we collect information

We will collect information from you if you:

- use our website; we will ask your name, address, email address and telephone number. We may ask you to provide additional information about your business on a voluntary basis;
- place a request for services on our website, this will include your name (including business name), address, contact details (including telephone number and email address).
- complete online forms (including call back requests)
- provide your contact details to us when requesting any service we provide
- contact us offline for example by telephone, fax, email or post;
- visit or browse our website, this will include information about your website visit using cookies or similar technologies (as described in section 5 below).

3. What we use your information for

We will use your personal information to provide any information on services that you have requested. We may also contact you for feedback on your use of our services or our website.

We may use your personal data for internal purposes such as auditing, data analysis, and research to improve Serve That Doc Ltd services, website, and customer communications.

We may also use your information to send important notices, such as communications about changes to our terms, conditions and policies. Because this information is important and sometimes critical, you may not opt out of receiving these communications.

3. Marketing

From time to time, we may use your information to contact you with details about our services which we feel may be of interest to you. We may also share your information with business partners and other carefully selected third parties so that they (or we) can contact you with information about their services which we feel may be of interest to you. We or they may wish to contact you for this purpose by telephone, post or email.

You have the right at any time to stop us from contacting you for marketing purposes. If you wish not to be contacted by us and/or our 3rd parties' partners, you can send us an email with your request to **contact@servethatdoc.co.uk**

4. Sharing your information

We may share your information with:

- our suppliers, business partners and group companies from time to time so they can provide you with any information, products or services that you have requested. We may also share your information with our business partners for marketing purposes as described in paragraph 3 below.
- with third party businesses with whom we are collaborating to provide a service to you, so that this service can be provided. That third party may also wish to use your information for other purposes and that third party should inform you of those purposes. We therefore encourage you to read any third party's privacy policies.
- third parties which supply services to us or which process information on our behalf (for example, website hosts where relevant). These third parties may have incidental access to your information, but we will ensure that they keep your information secure and do not use it for their own purposes.
- another organisation if we sell or buy (or negotiate to sell or buy) any business or assets.
- another organisation to whom we transfer our agreement with you.

We may pass collective information about the use of our website or services to third parties but this will not include information that can be used to identify you. We will disclose your information if we are required to by law. We may disclose your information to enforcement authorities if they ask us to, or to a third party in the context of actual or threatened legal proceedings, provided we can do so without breaching data protection laws.

5. Cookies and Traffic Data

Cookies are small text files which are transferred from a website, product or service and stored on your computer's hard drive. They are widely used in order to help websites work, or work more efficiently, as well as to provide general usage information to the owners of the site.

This site does not keep a record of traffic data which is logged automatically by our server, such as your Internet Protocol (IP) address, we do not collect product and service statistics such as access rates, page hits and page views. We are not able to identify any individual from traffic data or site statistics.

A cookie is a small file of letters and numbers that is sent to your browser and stored on the hard drive of your computer (or internet enabled device) when you visit a website. We do not use any of the following cookies on our website.

Analytical/Performance cookies - These cookies collect information in an anonymous form about how visitors use our website. They allow a site to monitor the number of visitors to a website and to see how visitors move around the website when they are browsing it.

Our website may link to third party websites which may also use cookies which we have no control over. We recommend that you check the relevant third parties privacy policy for information about any cookies that may be used.

You can configure your web browser to refuse cookies, to delete cookies, or to be informed if a cookie is set. You can find out how to do this by clicking "help" on your browser menu.

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

You should note that by deleting or blocking cookies, the Website may not function correctly and you may not be able to access certain areas.

6. Your information

If we hold any information about you which is incorrect or if there are any changes to your details please let us know so that we can keep our records accurate and up to date. If you would like to update your records or see a copy of the information that we hold about you, you can contact us at Data Protection Officer, Serve That Doc Ltd , 12 Grange Close, Chalfont St Peter, Gerrards Cross. Buckinghamshire. SL9 9AJ or by email at contact@servethatdoc.co.uk If you request a copy of your information you will need to pay a statutory fee which is currently £10.

7. Changes to our privacy policy

We may change our privacy policy from time to time. We will always update the privacy policy on our website, so please try to read it when you visit the website.

8. Security and storage of information

We will keep your information secure by taking appropriate technical and organisational measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage.

Some communications sent over the internet, such as email, may not be secured unless they are encrypted. Although we do our best to monitor and improve how we protect your personal data, we cannot guarantee the security of your data which is transmitted to our website or other products and services via an internet or similar connection and any transmission of data to our site is at your own risk.

9. Transfers outside Europe

Personal data in the European Union is protected by data protection laws but other countries do not necessarily protect your personal data in the same way. Our website may be hosted in the United States and this means that we may transfer any information which is submitted by you through the website, product or service outside the European Economic Area (which means all the EU countries plus Norway, Iceland and Liechtenstein) ("EEA") to the United States. When you send an email to us, this may be stored on email servers which are hosted in the United States, if we do this, we will take steps to ensure that our hosting provider uses the necessary level of protection for your information but if you do not want your information to be transferred outside the EEA you should not use our website, product or service or contact us via email.

10. Other Sites

If you follow a link from our website, to another site, this policy will no longer apply. We are not responsible for the information handling practices of third party sites or services and we encourage you to read the privacy policies appearing on those sites or services.

11. Further Information

If you would like further information about data protection, or if you would like to view the register of Data Controllers, you can visit the Information Commissioner's site at www.ico.gov.uk.

Thank you for visiting our website.

Law

These terms & conditions shall be governed by English Law and any dispute arising out of or in connection with the same shall be determined by the English Courts.

THIS WEBSITE IS MADE AVAILABLE FOR PUBLIC VIEWING ON THE BASIS THAT SERVETHATDOC Ltd EXCLUDES TO THE FULLEST EXTENT LAWFULLY PERMITTED ALL LIABILITY WHATSOEVER FOR ANY LOSS OR DAMAGE HOWSOEVER ARISING OUT OF THE USE OF THIS WEBSITE OR RELIANCE UPON THE CONTENT OF THIS WEBSITE. SERVETHATDOC Ltd does not exclude our liability (if any) to you for personal injury or death resulting from our negligence, for fraud or for any matter which it would be illegal to exclude or to attempt to exclude.

Cookies