# **Privacy Policy**

Marshalls Removals & Storage know that your privacy is very important to you and are committed to protecting and respecting this and work hard to keep your personal data secure, which includes regularly reviewing our Privacy Policy.

#### What Personal data we collect

Due to the nature of the services we provide we are required to collect and process the following personal data:

Your Name Telephone Number and/or Email Address Origin and destination addresses

We may need to collect more personal data if it is necessary to the delivery of the services you have requested. For example overseas removals may require us to collect an image of your passport.

If you do not provide us with personal data, we will try to provide the service but it may be impossible.

### How do we use your personal data

To set up and manage your account, so we can provide you with a quotation and communicate with you about our services. To update you of all stages of your removals or storage contract. The use of personal data is limited to ensuring we deliver the service you have requested and we retain your personal data only for as long as it necessary. Under certain circumstances we will retain your personal data longer if it is part of an accounting record which we are obliged by law to retain for 7 years. Where this is the case your data will be archived with access to them greatly restricted. After that, unless required for a particular investigation, we securely destroy your personal data records.

## Security

We ensure that your information is secure. Software solutions are also in place which constantly scan for malware and viruses on the network. All staff are required to ensure that any paper files not in current use are stored in filing cabinets and locked at all times when offices are unoccupied. Access to personal data is restricted to authorised users on a need to know basis.

### How we use Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. A cookie cannot read off your hard disc or read cookie files created by other sites. Cookies do not damage your system, they allow web applications to respond to you as an individual. A cookie in no way gives us access to your computer or any information about you, other than the personal data you choose to share with us.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use the information for statistical analysis purposes and then the data is removed from the system.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, however, you can reset your browser so as to refuse any cookie or to alert you to when a cookie is being sent. If you refuse cookies, this may prevent you from taking full advantage of our website.

#### Links to other websites

Our website contains links to other websites. We are not responsible for the privacy practices of other websites. We encourage you to exercise caution and read the privacy policy of the other sites that collect or use personal data. This privacy policy applies only to personal data collected by Marshalls Removals & Storage.

## What we DO NOT do with your information

We will not sell, share or distribute your information to third parties without your consent or are required by law to do so.