# **Privacy Policy**

## **Important**

Total Home Solutions (NE) Ltd. are committed to protecting and respecting your privacy. This policy sets out how we use and protect any information that you give us when you use this website.

This policy may change so please check this page occasionally to check you are comfortable with any changes. By using this website, you are agreeing to be bound by this policy.

#### What we collect

We may collect the following when you voluntarily provide it to us by submitting a message.

- Your name
- Your address / your business address
- Your telephone number
- Your email address
- Interest

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

# Security

We are committed to ensuring that your information is secure. In order to prevent un-authorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

#### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- whenever you are asked to fill in a form on the website, look for the box that you can click
  to indicate that you do not want the information to be used by anybody for direct
  marketing purposes.
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@totalhomesolutionsne.co.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting, if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Total Home Solutions (NE) Ltd. 2 Old Clandown House, Pelton Fell, Chester-le-Street, DH2 2FN

If you believe that any information, we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.