



# The UK Guild of Handymen

## Privacy Policy

See also: Terms and Conditions, Dispute Resolution Procedure, Code of Conduct

### **Effective Date: 1st October 2011**

We (the Guild of Handymen Limited) are dedicated to safeguarding and preserving your privacy when visiting our site or communicating electronically with us. This Privacy Policy, together with our terms and conditions of use, explains what happens to any personal data that you provide to us, or that we collect from you when you are on this site.

We do update this Policy from time to time and any updates will be posted on this web page.

### **Information We Collect**

In operating our websites and membership facility we may collect and process:

- Information you provide by filling in forms on our website, such as when you register to receive information or make a purchase;
- Information you provide when you sign up to receive newsletters, surveys or competitions;
- Information you provide when you join the Guild, which can include such information as insurance details, test results, employees
- Website usage information using cookies

### **Use of Your Information**

The information that we collect from you when you register with us is used to enable us to provide our products and services to you. In addition, we may use the information for the following purposes:

- to provide you with information requested from us, relating to our products or services;
- to notify you about any changes to our website, such as improvements or service/product changes, that may affect our service;
- to personalise your repeat visits to our website.

If you agree, we will pass on your information to third parties who provide products and/or services which we feel may be of interest to you.

If you have become a member of the Guild of Handymen we will display your business information, as the primary purpose of the website is to act as an advertisement for the business and its services. You will have the opportunity to disable this facility by requesting removal of your data record

We may disclose your personal information to third parties:

Where we sell any or all of our business and/or our assets to a third party.

Where we are legally required to disclose your information.

To assist fraud protection and minimise credit risk.

We do not reveal information about identifiable individuals to our advertisers but we may, on occasion, provide them with aggregate statistical information about our visitors.

### **Use of Cookies**

We may store information about you using cookies (files which are sent by us to your computer or other access device) which we can access when you visit our site in future. We do this to track visitor use of the website and to compile statistical reports on website activity.

For further information visit: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

You can set your browser not to accept cookies and the above websites will tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Our advertisers may also use cookies, over which we have no control. Such cookies (if used) would be downloaded once you click on advertisements on our website.

### **Storing Your Personal Data**

We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Policy. However, the transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk. Where we have given you (or where you have chosen) a password so that you can access certain parts of our site, you are responsible for keeping this password confidential.

### **Third Party Links**

You may find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

### **Access to Information**

The Data Protection Act 1998 gives you the right to request a copy of the information that we hold about you. Should you wish to receive details that we hold about you please contact us using the contact details below. Please note that any request for access may be subject to payment of a fee of £10 which covers our costs in providing you with the information requested.

### **Contacting Us**

We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us at: [admin@guildofhandymen.com](mailto:admin@guildofhandymen.com) or write to us at The Guild of Handymen Limited, 147 Monmouth Drive, Sutton Coldfield, West Midlands, B73 6JR

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