**KMR Business Support Services Ltd**

**Privacy Policy**

**Summary: -**

This policy explains how we collect and treat any information you give us. You will not find any complicated legal terms or long passages of unreadable text. We have no desire to trick you into agreeing to something you might later regret.

**Our policy covers: -**

* Why we value your privacy
* How we collect information
* What information we hold
* Where we store your information
* What we use your information for
* Who is responsible for your information at KMR Business Support Services Ltd
* Who has access to the information about you?
* How to complain
* Changes to the policy

**Why we value your privacy: -**

We do value your privacy as much as we do our own, so we are committed to keeping your personal and business information safe. We only ask for the bare minimum from our customers. We will never use your personal information for any reason other than why you gave it us, and we will never give anyone access to it unless we are forced to by law.

**How we collect information: -**

We will ask for contact information including your name, email address, and telephone number, on our website so that we can reply to your enquiry. Our website will not use cookies or scripts that were designed to track the websites you visit. We will ask for your account and contact information when you use any of our services. Occasionally, we might receive your contact information from one of our working partners. If we do, we will protect it in the same way as if you gave it to us directly.

**What information we hold: -**

When you contact us by email or through our website, we collect your name, email address, telephone number, and the company name you work for. When you use any of our services

we will collect your name, email address, telephone number, and the business name and address. If you do any business with us, we also collect your business name and bank details and keep records of the invoices we send you and the payments you make.

**Where we store your information: -**

When you contact us by email or through our website, we store your information in our database for sales and transactional purposes.

**What we use your information for: -**

All the information you provide us with, will be used for the relevant products and services we will provide for you.

**Who is responsible for your information at our company: -**

Denis Rimmington, Managing Director, is responsible for the security of your information. You can contact him by email at denis.rimmington@kmrdirect.com or by telephone on 07803 879 666 if you have any concerns about the information we store.

**Who has access to the information about you: -**

When we store information in our own systems, only the people who need it will have access. Our management team have access to everything you have provided, but individual employees only have access to only what they need to do their job.

**How to complain: -**

We take complaints very seriously. If you’ve any reason to complain about the ways we handle your privacy, please contact Denis Rimmington by email at denis.rimmington@kmrdirect.com or by telephone on 07803 879 666.

**Changes to the privacy policy: -**

If we change the contents of this policy, those changes will become effective the moment we publish them on our website.

(Letter Head Doc 2A 18/08/2020)