

# Privacy Policy

## IMPORTANT LEGAL NOTICE

Araminta Perham Secretarial Services is committed to preserving the privacy of all visitors to our website at [www.aramintaperhamss.co.uk](http://www.aramintaperhamss.co.uk). Please read the following privacy policy to understand how we use and protect the information that you provide to us.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is Araminta Perham Secretarial Services of 8 The Marches, Fernhurst, Haslemere, Surrey, GU27 3DT. The data controller is registered with the Information Commissioner under the registration number Z9575982.

By accessing the website, registering or placing an order on this Site, you consent to the collection, use and transfer of your information under the terms of this policy.

## 1. INFORMATION THAT WE COLLECT FROM YOU

- 1.1. When you visit, register or order services on [www.aramintaperhamss.co.uk](http://www.aramintaperhamss.co.uk) you may be asked to provide certain information about yourself including your name, contact details and credit or debit card information.
- 1.2. We may also collect information about your usage of our website as well as information about you from messages you post to the website and e-mails or letters you send to us.
- 1.3. To maintain customer service standards and to assist staff training, we may record and monitor incoming calls.

## 2. USE OF YOUR INFORMATION

- 2.1. Your information will enable us to provide you with access to all parts of our website and to supply the services you have requested. It will also enable us to bill you and to contact you where necessary concerning your orders. We will also use and analyse the information we collect so that we can administer, support, improve and develop our business.
- 2.2. In particular, we may use your information to contact you for your views on our services and to notify you occasionally about important changes or developments to the website or our services. Further, where you have consented, we might also use your information to let you know by e-mail about other services which we offer which we feel may be of interest to you.
- 2.3. We may also use your data, or permit selected third parties to use your data, to comply with our obligations arising from any contracts entered into between you and us.
- 2.4. We may use your information to notify you about any changes to our services.
- 2.5. If you change your mind about being contacted in the future, please let us know.

## 3. DISCLOSURE OF YOUR INFORMATION

- 3.1. The information you provide to us may be accessed by or given to third parties some of whom may be located outside the European Economic Area who act for us for the purposes set out in this policy or for other purposes approved by you. Those parties process information, fulfil and deliver the services ordered, process credit card payments and provide support services on our behalf. We may also pass aggregate information on the usage of our website to third parties but this will not include information that can be used to identify you.
- 3.2. Where you have consented when providing us with your details, we may also allow other companies in our group, to contact you occasionally about products and services which may be of interest to you. They may contact you by e-mail. If you change your mind about being contacted by these companies in the future, please let us know at [info@aramintaperhamss.co.uk](mailto:info@aramintaperhamss.co.uk).
- 3.3. We may disclose your personal information to third parties, if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Website Terms of Use or Terms and Conditions of Services or to protect the rights, property and safety of Araminta Perham Secretarial Services, our customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.
- 3.4. Finally, if our business enters into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.
- 3.5. Countries outside the European Economic Area do not always have strong data protection laws. However, we will always use reasonable endeavours to ensure that your information is used by third parties in accordance with this policy.
- 3.6. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

## 4. COOKIES

- 4.1. Cookies are small amounts of information which we may store on your computer.
- 4.2. We do not use cookies on our website.

## 5. SECURITY AND DATA RETENTION

- 5.1. Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try and prevent unauthorised access and protect your personal data against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires.

## 6. ACCESSING AND UPDATING

- 6.1. You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us at [info@aramintaperhamss.co.uk](mailto:info@aramintaperhamss.co.uk) or alternatively please write to us at:

8 The Marches  
Fernhurst  
Haslemere  
Surrey  
GU27 3DT

- 6.2. We charge a fee of £10 to meet our costs in providing you with details of the information we hold about you, which we are permitted to do.

## 7. CHANGES TO OUR PRIVACY POLICY

- 7.1. Any changes to our privacy policy in the future will be posted to the website and, where appropriate, through e-mail notification.

## 8. CONTACT

- 8.1. All comments, queries and requests relating to our use of your information are welcomed and should be addressed to [info@aramintaperhamss.co.uk](mailto:info@aramintaperhamss.co.uk) or alternatively you may write to Araminta Perham Secretarial Services of 8 The Marches, Fernhurst, Haslemere, Surrey, GU27 3DT.

ACCEPT

Issue Date: [DATE]



