



## **RAZZLE DAZZLE SERVICES LIMITED**

### **OUR PRIVACY POLICY**

This privacy policy sets out how we use and protect any information that you give us when you use this website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy policy.

#### **What We Collect**

Any details you provide by filling in forms. This includes information you might provide at the time of registering with us for the purpose of setting up records for accounting purposes etc. If you contact us, we may keep a record of that correspondence.

You can access our website without disclosing any personal information. We collect standard internet log information and details of visitor behaviours, patterns to help us identify things such as the number of visitors to the various parts of our website. We collect this information in a way which does not identify anyone.

The content of any email you have sent to us or we have sent to you.

#### **Why We Collect This Information**

To provide you with information, products, or services that you request from us, or which we feel may interest you where you have agreed to be contacted for such a purpose.

To carry out our obligations associated with any contract entered between you and us to ensure that content from our site is presented in the most effective manner for you and for your computer.

#### **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 purposes of internal record keeping. We may use the information to improve our products and services. From time to time we may also use your information to contact you which could be by email, phone, or mail. We only share

your data with other parties where strictly necessary. We may disclose your information to third parties where necessary to fulfil our obligations associated with any contract entered between you and us. We may be 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 terms of use or terms and conditions of supply and other agreements.

#### **Security**

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

#### **Cookies**

A cookie is a small file which asks your permission to be placed on your computer's hard drive. Once you agree, the file is added and helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operation to your needs, likes and dislikes by gathering and remembering information about your preferences. This all helps us analyse data about web page traffic and to improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us to provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser to decline cookies if you prefer, although this may prevent you from taking full advantage of that website.

#### **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**

If you have previously agreed to us using your personal information, you may change your mind at any time by writing to our office address 1 Victoria Terrace, Henstridge BA8 0RD or sending an email [info@razdaz.co.uk](mailto:info@razdaz.co.uk).

We will not sell, distribute, or lease your personal information to any third party unless we have your permission, or unless we are required by law to do so. We may use your personal details to send you information about third parties which we feel you will find interesting if you tell us 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 please do so in writing to our office address.

If you believe that any information we are holding about you is incorrect or incomplete, please contact us by email or in writing as soon as practicably possible and we will promptly deal with this matter and correct any details that are wrong.

### **Changes To The Privacy Policy Notice**

This privacy notice was last updated October 2020