# **Privacy Policy**

Our policy and promises to you – updated to reflect GDPR (General Data Protection Regulations) legislation changes.

At Spa-Jet Ltd we are committed to safeguarding and preserving the privacy of our visitors. This privacy policy explains what happens to any personal data that you provide to us. We comply with the principles of GDPR when dealing with all data received from website visitors and our customers.

#### Information we collect

- Information that you provide when you communicate with us by any means.
- Your contact history this is the correspondence we've shared.

#### Our customer data

Spa-Jet Ltd only collects customer data provided directly to us. The personal data we hold on our system includes:

- Your first name and surname
- Your company name and address
- Your e-mail address
- Your telephone number

We require your information for legitimate interests only – to process your orders and manage your account.

## Use of your information

We use the information that we collect from you in a number of different ways – what we do depends on the information.

- We require your information to process orders, queries and manage your account.
- If you agree, we will e-mail you updates on products and services which we think may be of interest to you. You can stop receiving at any time.

### **Data security**

We are committed to ensuring that your personal information is secure. We'll hold on to your information for as long as you have your account, or as long as is needed to be able to provide the services to you.

We never sell, rent or exchange mailing lists containing your personal information to third parties without your consent unless the law allows or requires us to do so.

We only hold personal data for as long as necessary. Once data is no longer need it is deleted from our files in line with legal requirements.

## **Third Party Partners**

We only share data with parties that comply with the General Data Protection Regulation.

## Your Rights

- The right to access the personal information we hold.
- The right to request the correction or inaccurate personal information we hold about you.
- The right to request that we delete your data.
- The right to stop direct marketing.
- The right to complain to your data protection regulator in the UK, the Information Commissioner's Office.

If you believe that any information we are holding is incorrect or incomplete, have a complaint or just have questions, please contact us via e-mail address <a href="mailto:spajetltd@btconnect.com">spajetltd@btconnect.com</a>

# Changes to how we protect your privacy

We may change this page from time to time, to reflect how we are processing your data.

If we make significant changes, we will make that clear on the spajet.co.uk website or by some other means of contact such as e-mail.