



## **S&S Preparations privacy policy**

Sets out how S&S Preparations use and protect any information that you give to S&S Preparations when you use this website or contact S&S Preparations via email, telephone or any other means of communication.

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 or our services then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. Last change was 23/05/2018

### **What we collect**

We may collect the following information:

- name and title
- contact information including email address
- demographic information such as postcode
- other information relevant to customer surveys and/or offers
- anything required for accountancy reasons
- If you contact us, we may keep a record of that correspondence.

Vehicle registration & other vehicle information needed in connection with the repair or supply or parts to that vehicle



## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

### Internal record keeping.

We may use the information to improve our products and services.

We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. We may use the information to customise the website according to your interests.

### Security

We are committed to ensuring that your information is secure. In order 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.

However, 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 site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Our website does not use cookies and therefore we do not track your usage of our website.

This may change in the future and if it does will update this privacy notice with all the relevant information regarding any use of cookies.

Glen Mill Performance & Classic Car Centre,  
640 Newchurch Road, Stacksteads, Bacup,  
Lancashire, UK OL13 0NH  
Tel: +44 (0)1706 874874



## 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

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [steve@ss-preparations.co.uk](mailto:steve@ss-preparations.co.uk) and it will be erased.
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.
- You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to us at the address shown below.

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