

Privacy Policy

Westbase Group Ltd takes the privacy of all its stakeholders, partners, customers and website users very seriously and takes great care with all user information. This Privacy Policy outlines how your personal information will be treated. Our privacy and security statements are periodically reviewed and enhanced and you should check this page to see our most up to date policy.

What information do we collect?

In order to provide you with information about our services and products, we may collect personal information about you from our website, telephone conversations, sales and transactions, emails, application forms and written communications. We may, for example, keep a record of your name, address, email address, telephone number and the nature of our contact. Telephone calls may be recorded for training and quality purposes.

We may supplement the information that you provide with other information that we receive from third parties.

Please let us know if any of your personal information changes or is inaccurate by email or by writing to us at the address shown below so that we may keep our records up to date.

How do we use your information?

Any personal data relating to you will be used and recorded by us in accordance with current data protection legislation and this Privacy Policy.

We will use the personal information we hold to communicate with you, to keep you informed about Westbase Group Ltd and its activities and of particular products, goods, services, events and special offers that may be of interest to you and to improve the quality of our service.

Disclosure of your information

We may pass your information to carefully selected organisations or companies with whom we have a business relationship.

Each of these organisations or companies would like to keep you informed of particular products, goods, services, events and special offers made available by them. In all cases, we will take great care to ensure that your information is only processed in accordance with this Privacy Policy and the law, and we only permit your information to be used for authorised purposes.

Cookies

In common with many other website operators, we may use standard technology called 'cookies' on this site. Cookies are small pieces of information that are stored by your browser on your computer's hard drive. Our cookies enable us to increase the speed at which we can download information for you. Most browsers automatically accept cookies, but you can usually change your browser to prevent cookies being stored. However if you do turn cookies off this may limit the service that we are able to provide to you. **For further information read our Cookie Policy.**

Security

We take the security of your information seriously. We have security procedures in place to protect our customer database from loss and misuse, and only allow access to it when absolutely necessary, and then under strict guidelines as to what use may be made of the personal information contained within it.

This website contains links to other websites. We are only responsible for the privacy practices on this website. We recommend that you check the privacy and security policies and procedures of each and every other website that you visit.

What to do if you do not want to receive marketing information

You have the right to prevent marketing information being sent direct to you. If you prefer not to receive information from us or from any other organisation or company to which we may disclose your information, you can opt out of further marketing by writing to us by email or mail at the address shown below.

Your rights to access your personal information

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable.

Contact us

If you would like any further information or have any comments about our Privacy Policy or any other aspect of our website, please contact our Marketing Department by either of the methods shown below:

[-info@westbasegroup.com](mailto:info@westbasegroup.com)

– Marketing Department, Westbase Group Ltd, Westbase House, 2 Lodge Way, Severn Bridge Industrial Estate, Caldicot, Monmouthshire, NP26 5PS