

Privacy Policy for Post Completion Services LTD

Effective Date:

Post Completion Services LTD ("we," "us," or "our") values your privacy and is committed to protecting the personal information you share with us. This Privacy Policy explains how we collect, use, disclose, and protect your personal data when you visit our website, use our services, or interact with us in any other way.

By accessing or using our services, you agree to the terms outlined in this Privacy Policy. If you do not agree with this policy, please do not use our services.

1. Information We Collect

We may collect the following types of personal information:

- **Personal Identification Information:** Name, email address, phone number, mailing address, etc.
- **Account Information:** Username, password, and other account details.
- **Usage Data:** Information about how you interact with our website or services, including IP addresses, browser types, and operating systems.
- **Cookies and Tracking Technologies:** We use cookies, web beacons, and similar tracking technologies to enhance your experience on our site and collect information about how you use our services.
- **Payment Information:** If you make a purchase, we may collect billing information (e.g., credit card details) via secure payment processors.
- **Additional Information:** Any other information you choose to provide when communicating with us or using our services.

2. How We Use Your Information

We use the personal information we collect for the following purposes:

- **Providing Services:** To deliver the services you request, manage your account, and fulfill any contractual obligations.
- **Improvement of Services:** To enhance, personalize, and improve the functionality of our website and services.
- **Communication:** To send important notifications, updates, or customer service communications.
- **Marketing:** To send promotional emails, newsletters, and offers, provided you have consented to receive such communications.
- **Security:** To protect the integrity, confidentiality, and security of your data and our services.

- **Compliance:** To comply with applicable laws, regulations, and legal requests.
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3. How We Share Your Information

We do not sell or rent your personal information to third parties. However, we may share your personal information in the following circumstances:

- **Service Providers:** We may share data with trusted third-party service providers who perform services on our behalf, such as payment processors, analytics providers, and email marketing services. These third parties are required to protect your information and use it only to provide services to us.
 - **Business Transfers:** In the event of a merger, acquisition, or asset sale, your personal information may be transferred to the new owner, subject to this Privacy Policy.
 - **Legal Compliance:** We may disclose your information if required to do so by law or in response to valid legal requests (e.g., subpoenas, court orders).
 - **Protection of Rights:** We may share information to protect our rights, safety, and property, or the rights, safety, and property of others.
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4. Data Retention

We will retain your personal information for as long as necessary to fulfil the purposes outlined in this Privacy Policy, or as required by law. When personal data is no longer needed, we will securely delete or anonymise it.

5. Data Security

We employ industry-standard security measures to protect your personal data from unauthorized access, disclosure, alteration, or destruction. These measures include encryption, firewalls, and secure servers. However, no data transmission or storage system can be guaranteed to be 100% secure, and we cannot guarantee the absolute security of your data.

6. Your Rights and Choices

You have the following rights regarding your personal information:

- **Access:** You may request access to the personal information we hold about you.
- **Correction:** You may request corrections to any inaccurate or incomplete information.
- **Deletion:** You may request the deletion of your personal data, subject to certain exceptions (e.g., legal obligations).
- **Opt-Out:** You can opt-out of marketing communications at any time by following the instructions in the email or by contacting us directly.

- **Data Portability:** You may request a copy of your personal data in a structured, commonly used, and machine-readable format.
- **Withdraw Consent:** If we process your data based on consent, you have the right to withdraw your consent at any time.

To exercise any of these rights, please contact us at enquiries@postcompletionservices.co.uk.

7. Cookies and Tracking Technologies

We use cookies and similar technologies to collect information about your activity on our website. Cookies are small text files stored on your device that help us improve your experience and gather analytics data.

You can manage cookie preferences through your browser settings. Please note that disabling cookies may affect the functionality of some features of our website.

For more information, please refer to our Cookie Policy.

8. Third-Party Links

Our website or services may contain links to third-party websites or services that are not operated by us. We are not responsible for the privacy practices or the content of those third-party sites. We encourage you to read the privacy policies of those websites before providing any personal data.

9. International Data Transfers

If you are accessing our services from outside the UK, please note that your personal data may be transferred to, stored, and processed in the UK, where our servers are located. By using our services, you consent to the transfer of your data to locations outside your country of residence, including countries that may not have data protection laws equivalent to those in your country.

10. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, technologies, or legal requirements. We will notify you of any significant changes by posting the updated policy on our website with a revised "Effective Date." We encourage you to review this Privacy Policy periodically to stay informed about how we are protecting your information.

11. Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at:

Post Completion Services Ltd
Suite 26 The Cadcam Centre

High Force Road
Middlesbrough
TS2 1RH

Email: enquiries@postcompletionservices.co.uk

Phone: 01642 262537

This Privacy Policy is designed to comply with applicable data protection laws, including the [General Data Protection Regulation (GDPR)] and other relevant privacy regulations