

MICHAELMAS HOUSE PRIVACY POLICY

Who we are

In this privacy policy references to “we”, “us” and “our” are to Michaelmas House. References to “our Website” or “the Website” are to www.michaelmashouse.co.uk.

What information we collect and how

The information we collect via the Website may include.

1. Any personal details you knowingly provide us with through forms and our email, such as name, address, telephone number etc.
2. Your preferences and use of email updates, recorded by emails we send you (if you select to receive email updates on products and offers).
3. Your IP Address, this is a string of numbers unique to your computer that is recorded by our web server when you request any page or component on the Website. This information is used to monitor your usage of the Website.
4. Data recorded by the Website which allows us to recognise you and your preferred settings, this saves you from re-entering information on return visits to the site. Such data is recorded locally on your computer through the use of cookies. Most browsers can be programmed to reject, or warn you before downloading cookies, information regarding this may be found in your browsers ‘help’ facility.

What we do with your information

Any personal information we collect from this website will be used in accordance with the Data Protection Act 1998 and other applicable laws. The details we collect will be used:

1. To provide you with information on the products and services you have selected as being of interest to you
2. In certain cases we may use your email address to send you information on our other products and services, unless you have indicated that you do not wish to receive this information.

We may need to pass the information we collect to our associates for administrative purposes. We may also use third parties to carry out certain activities, such as processing and sorting data, monitoring how customers use the Website and issuing our e-mails for us. Third parties will not be allowed to use your personal information for their own purposes.

Your Rights

If you have any questions about the handling or protection of your Personal Data or your rights under this privacy statement please write to us at:

The Data Protection Officer
Michaelmas House
4 Main Street
Market Bosworth
Warwickshire
CV13 0JW

Other Websites

This privacy policy only covers this website. Any other websites which may be linked to by our website are subject to their own policy, which may differ from ours.