



Privacy Policy for South Wales HIPs Ltd

Policy Statement

This policy sets out how we use and protect any personal information that you give us when you use this website. If you have any questions about this policy or do not agree with it, please contact us at info@SouthWalesHIPs.com before using this website.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure you are happy with any changes. This policy is effective from 1 January 2012. 'We/our/us' refers to South Wales HIPs Ltd, 25 Golwg Y Twr, Pontarddulais, Swansea SA4 8EA.

Data Protection

South Wales HIPs Ltd is committed to protecting the privacy and confidentiality of its clients and to upholding data protection principles in accordance with the Data Protection Act 1998.

Personal data will be processed in accordance with the rights of the data subject under the Act.

Relevant company information and contact details will be held on our database and used to facilitate the services which you have asked us to provide.

By registering or requesting a service from us, you consent to the collection, use and transfer of your information under the terms of this policy.

Personal information is only used with your knowledge and personal information is only seen by those who require it as part of their employment in the provision of services to you.

Only information required to manage this site or provide a requested service to you is collected.

We will not pass personal information on to any other organisation without your agreement unless required to do so by law.

Where necessary, and to the best of our abilities, we will keep personal information up to date and personal information will be protected from unauthorised or accidental disclosure.

Personal information is retained only for as long as it is required as part of the supply of services.

Inaccurate or misleading information or data will be corrected as soon as possible.

We will provide you with a copy of your personal information on request.

These principles apply whether we hold your information on paper or in electronic form.

Consent

You acknowledge and agree that: In the course of using this website or registering with it and any services offered via this website, certain information about you will be captured electronically or otherwise and transmitted to South Wales HIPs Ltd or and, to any third parties as set out below or to third parties who host our web servers or assist us in maintaining this website; and You consent to the use, storage, or processing of your personal information by South Wales HIPs Ltd or any third party South Wales HIPs Ltd uses for the processing of payments in the event that you enter into any financial transaction with South Wales HIPs Ltd.

The provision of our services by us specifically requires disclosure of personal details to third parties including

Domestic Energy Assessors for the purposes of delivering our services.

By using this website, you expressly agree to the collection and use of your information as set out above for the purposes set out in this Privacy Policy.

Collected Information

Information that we collect is required only for the delivery of our services in relation to a subject property and will include: the name of the owner, the address of the subject property, contact details for the seller.

Information Use

The information we collect is used for the delivery of our services. We will also use and analyse the information we collect so that we can administer, support, improve and develop our business.

Disclosure of your information

We will not disclose any personally identifiable information except when we have your permission to do so or when required by law. By ordering a service you expressly consent to us disclosing such information as is necessary to the third parties referred to above in relation to the obtaining of information/documentation in the course of providing our services.

The information you provide to us will be held on our computers and may be accessed by or given to our staff and third parties who act for us for the purposes set out in this policy. Those parties process information, fulfil and deliver orders, and provide support services on our behalf.

This policy applies to this website. This site may contain links to other sites that may request additional information from you. We are not responsible for the privacy practices or the content of other websites which link from our site.

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 on line.

We have strict security procedures covering the storage and disclosure of your information in order to prevent unauthorised access to comply with the UK Data Protection Acts of 1984 and 1998.

Cookies

We do not use cookies on our website.

How to get copies of or amend the information we have collected

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. All correspondence relating to Data Protection or our Data Protection Policy including requests for copies of the personal information we may hold should be sent in writing to Data Protection Officer, South Wales HIPs Ltd, 25 Golwg Y Twr, Pontarddulais, Swansea SA4 8EA.

Changes to the Privacy Policy

We reserve the right to add to or change the terms of this Policy at our sole discretion, without prior notice to you. If we change this Policy, we will post the new Policy on the Website, and it will become effective from the time of posting to the Website. Wherever possible, we will give you notice of any changes prior to their implementation.