



sort style and stage

Privacy Policy

sort style and stage are committed to safeguarding the privacy of visitors to our website. This policy outlines below how we will treat your personal information.

What information do we collect?

We may collect, store and use the following types of personal information:

- contact information including name, surname, addresses, email address, phone numbers, company information
- details of any transactions you have with us
- other relevant information about your property
- any other information that you choose to send to us

Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this Privacy Policy or in relevant parts of the website.

We may use your personal information to:

- administer our website
- enable your use of the services on our website
- send statements and invoices to you, and collect payments from you
- send you email notifications which you have specifically requested
- send to you our newsletter and other marketing communications relating to our business or the businesses of carefully-selected third parties which we think may be of interest to you by post or, where you have specifically

agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications)

- provide third parties with statistical information about our users, although this information will not be used to identify any individual user
- deal with enquiries and complaints made by or about you relating to our website

Where you submit personal information for publication on our website, eg. a testimonial, we will publish and otherwise use that information in accordance with the license you grant to us.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

Disclosures

We may disclose personal information about you:

- to any of our employees, suppliers or subcontractors, your estate agent, your legal representative, insofar as reasonably necessary for the purposes as set out in this privacy policy.
- to the extent that we are required to do so by law;
- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. Data transmission over

the internet is inherently insecure. As a result, we cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and user details confidential (if provided). We will not ask you for your password (except when you log in to any special areas of the website).

Policy amendments

We may update this privacy policy from time-to-time and if so, we will post a new version on our website.

Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

(a) the payment of a fee (currently fixed at £10.00); and

(b) the supply of appropriate evidence of your identity.

We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

Updating your personal information

If your personal information changes, please let us know so we can update our records.

Contact

If you have any questions about our Privacy Policy or how we treat your personal information, please write to us by email to info@sortstyleandstage.com or by post to sort style and stage, 346A Farnham Road, Slough, SL2 1BT.

Data Controller

The data controller responsible for the information collected on this website is **[sort style and stage](#).**

sort style and stage Limited

Company No: 1237384

VAT No: 398 5263 44

346A Farnham Road

Slough

SL2 1BT