

# Privacy Policy

This privacy policy sets out how Andy Holehouse Property Services uses and protects any information that you provide when you use our services.

Andy Holehouse Property Services is committed to ensuring that your privacy is protected. This policy is effective from 24th May 2018.

## 1. What we collect

We may collect the following information:

- Your name, address and contact details including email address and landline and or mobile phone number

## 2. What we do with the information we hold

We require this information to provide estimates/ undertake work when instructed/invoice when work is completed.

- Enables us to reply to your enquiries, before, during or after the works have been undertaken.
- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about special offers or other information which we think you may find interesting using the email address you have provided.

## 3. Security

We are committed to ensuring that your information is secure and is not shared or passed onto any other third parties.

## 4. Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Under GDPR, you are able to request access to your data, and request removal of all your information we hold. You can do so by emailing us at [enquiries@andyholehouse.co.uk](mailto:enquiries@andyholehouse.co.uk)