



**LOCKSMITHS®**

Paul Beaumont T/a 101 Locksmiths (Service Address)

56 Peach Street, Wokingham, Berkshire, RG40 1XG

Mobile: 07492 089 302, Telephone: 01189 773 772

Website: [www.101locksmiths.co.uk](http://www.101locksmiths.co.uk)

Email: [info101locksmiths@btinternet.com](mailto:info101locksmiths@btinternet.com)

## Data Protection Policy

At 101 Locksmiths, we are committed to protecting and respecting your privacy. This policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others, and how we keep it secure.

### What information do we collect?

We collect information from you when you contact us. The information we collect may include your name, email address, phone number, and any other details you provide to us. Job sheets will be used to record the products and services provided to you including manufacturers warranties and guarantees.

### How long do we keep your records?

A minimum of 10 Years in order to protect your manufacturers product guarantees.

### How do we use this information?

We use the information you provide to understand your needs and provide you with a better service, and in particular for the following reasons:

- To maintain a record of the products supplied to you including details of manufacturers warranties and guarantees
- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional emails about new products, special offers, or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax, or mail. We may use the information to customize the website according to your interests.

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

### Disclosure

We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so.

### Your rights

You have the right to ask us not to process your personal data for marketing purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at [info101locksmiths@btinternet.com](mailto:info101locksmiths@btinternet.com).

### Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email.

### Contact

Questions, comments, and requests regarding this privacy policy are welcomed and should be addressed to [info101locksmiths@btinternet.com](mailto:info101locksmiths@btinternet.com)

