

# Privacy Policy

## Introduction

This is Shiregreen Service Station Ltd website privacy statement. Please read it carefully as you should only submit information to us through this site if you agree we may use it in accordance with this privacy statement. We collect certain basic information about you when you visit our website. We recognize the importance both of keeping that information secure and of letting you know what we intend to do with that information.

We may amend our privacy statement to reflect changes to our business, website or to data protection legislation. We therefore ask you revisit this privacy statement on a regular basis to ensure you are familiar with its terms..

The privacy statement sets out who we are and describes the information we collect, what we do with it and how you can find out more.

## Who we are

Shiregreen Service Station Ltd is a company registered in England & Wales with company registration number 04889576. Our registered office is at Unit 8, Acorn Business Park, Woodseats Close, Sheffield S8 0TB.

## What information do we collect?

We collect information from you when you complete our on-line booking/enquiry forms in the form of 'traffic data'

## How do we use personal information?

We use your information to provide you with that which you have requested. If you ask us to, we may also use your details to send you information about other products and services that may be of interest to you. No personal data is shared with any third party unless you request us to do so. You may ask us to remove you from our mailing lists at any time by writing to us. We will also offer you the option of correcting your details and of being removed from our mailing lists when we send you email alerts or other information.

## When do we share personal data?

We may disclose your information to third parties in certain circumstances but we will not sell, rent or trade your personal information.

We will give third party providers who supply services to us, or who process information on our behalf, incidental access to your information but will always take steps to ensure their security measures are adequate to protect your information. We will disclose your information to enforcement authorities if asked to do so, or to a third party in the context of actual or threatened legal proceedings or if otherwise required to do so by law.

## How do we secure personal data?

Only authorized personnel and contractors have access to your information. We will keep your information secure by taking appropriate technical and organizational measures against its unauthorized or unlawful processing and against its accidental loss, destruction or damage.

## Linking to other websites/third party content

This privacy statement only applies to our website, if you follow a link out of our site or leave our site in some other way, this privacy statement will no longer apply.

## How to contact us?

If you have any questions about our privacy statement or the information we hold about you, please contact our Data Protection Compliance Officer at Shiregreen Service Station.