

## **Privacy Policy**

**Ship-Shape Cleaning Services** respects your privacy and we are committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website and to tell you about your privacy rights and how the law protects you.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

### **The data we collect about you**

We may collect, use, store and transfer different kinds of personal data about you such as identity and contact data.

We do not collect any special categories of personal data about you such as ethnicity, religious beliefs, health and genetic data.

### **How is your personal data collected?**

You may give us your identity and contact data by filling in forms or by corresponding with us by post, phone and email or otherwise.

We do not collect technical data about our browsing actions and patterns as you interact with our website. We do not use cookies, or any other similar technologies.

### **How we use your personal data**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with
- Where it is necessary for both our legitimate interests
- Where we need to comply with a legal or regulatory request

You have the right to withdraw consent to us holding your data at any time by sending an email to [sales@ship-shapecleaning.co.uk](mailto:sales@ship-shapecleaning.co.uk)