

EGS Administration Privacy Policy

EGS Administration respects your concerns regarding security and the privacy of any information you supply while visiting our web site or doing business together. If you have questions about this privacy policy or concerns about personal information you have supplied, please contact us at: info@egsadministration.co.uk

EGS Administration adheres to strict security and privacy practices, which include; Personal Information, Payment Information, Cookies and Email. We believe we are GDPR compliant and embrace GDPR and its values.

Personal Information

EGS Administration does not use or hold any personal identifiable information unless you have requested a service or opted-in to our newsletter.

EGS Administration aggregates your website activity, so we may better understand our users. For example, we may produce reports on the most popular search terms by collecting general search term data based on individual searches. This aggregate data is completely anonymous and does not contain any personally identifiable information.

Cookies

When you visit EGS Administration, a small file called a 'cookie' will be saved on your computer's hard drive. Cookies allow EGS Administration to make its website more useful by storing information about your preferences. Cookies do not personally identify an Internet user, although they do identify a user's computer. You can set your browser's option not to accept cookies; however, by doing so, you may not be able to access all of the features on the website.

Email and other data that we do hold

Your email address will **never** be sold. If you opt-in to EGS Administration' newsletter you may also send you emails to inform you any new services, and what EGS Administration believes to be relevant news and events. You may of course choose at any time to not receive emails from EGS Administration by sending a request to: info@egsadministration.co.uk

EGS Administration may send you emails to notify you about services you have requested and the progression of such services.

Your email may be transferred to a third-party service so that we are able to service you to the standards you would expect. Examples of a third party would be; PayPal, WorldPay, an email sending service, postal dispatch service or similar.

If you email EGS Administration we will respond as swiftly as we can and will only use your email to answer your question. Once this has been completed we may invite you to opt-in to our email newsletter or promotions, but unless you opt-in we will not use your email address again. Unless you opt-in or request a service we do not hold your email address.

If you request a service from us we request and hold the following information about you:

- Full Name and Title
- Postal Address
- Telephone Number
- Email address

This personal information will be electronically stored by EGS Administration on a secure server based in the UK.

Keeping your Data safe

We take our obligations to keep your personal data safe and secure very seriously. We restrict access to your personal information, which is strictly controlled on a 'need to know' basis. Team members are only allowed access to your personal data if they have been sufficiently trained in data handling.

We have specific technical controls in place to restrict access and these are monitored regularly.

The EGS Administration website is a secure site and is secured by an SSL certificate. You can see this by the presence of a padlock where our website address is. This makes the site HTTPS (the final S stands for Secure). We also host our website in the UK on a dedicated server as per GDPR guidelines.

Payment Information

EGS Administration does not hold any of your payment information. Payments are typical by direct bank transfer in keeping with money laundering protocols. On occasion we may use 3rd parties such as PayPal where we still do not hold any data. We operate in this manner to keep your data as secure as possible.

Updating, accessing or deleting your data

Should you wish to access any of your data you can do so by contacting us at: info@egsadministration.co.uk

If you would like us to delete all data we hold on you then please request this via one of the following methods:

- the Telephone number which is positioned on the EGS Administration Contact Us page
- the Contact Us form which is positioned EGS Administration Contact Us page
- email us at: info@egsadministration.co.uk

However please remember some information we are legally obliged to hold by our insurers and for accounting purposes.

How long do we keep your data for?

If you have signed up to our newsletter we will keep your email for as long as you are reading our newsletters. You can also unsubscribe from our emails at any time by clicking on the unsubscribe link or by emailing us at: info@egsadministration.co.uk

How we keep your personal information up-to-date?

It's important for both you and us that your personal information is correct. If you believe this not to be the case, then please contact us and we will update your details as soon as we are able to. You can also e-mail the amended details to: info@egsadministration.co.uk and we will update your details for you (we will most likely contact you to verify your identity where necessary).

Our legal basis for processing your personal information

Much of our processing will be under the basis of our obligation to fulfil your requested service or because you have opted-in to our newsletter, which is what we're communicate with you.

It is also in order to satisfy the legal requirements of our insurers. Financial information will be held for accounting purposes and records of Invoices and/or Receipts will be held for 7 years as directed by HMRC guidelines.

External Links

This site may contain links to other sites. We are not responsible for the privacy practices or the content of such web sites.