

# **PRIVACY POLICY**

At J Taylor Soft Furnishings we respect your privacy and have a strict privacy policy. This sets out how J Taylor Soft Furnishings use and protects any personal information that you give us when using our services in your dealings with our company.

## **WHAT INFORMATION DO WE COLLECT?**

In the initial stages of your enquiry, we require your name/address and contact details. Unless required by law we would never pass on any of your personal information to a third party for marketing or other uses.

## **WHAT DO WE USE THE INFORMATION FOR?**

J Taylor Soft Furnishings is committed to protecting your personal information and to being transparent about what we do with the information that we hold for you. Any information that we hold is used to process your order from start to finish and is then used in our internal accounting. These details are retained for future reference or to deal with any follow up enquiries. We may need to refer to them at a future date on your behalf. All information that is held on your behalf is secure and password protected.

## **YOUR PERSONAL INFORMATION**

We take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will never share your information with a third party and only keep it for our own internal accounting once the transaction is completed. These records are then kept for 7 years.

**PAYMENT SECURITY** We do not collect or store any of your financial information.

### **POLICY CHANGES**

We may update this privacy policy from time-to-time by posting an updated version on our website. You should check this page occasionally to ensure you are happy with any changes.

### **UPDATING INFORMATION**

Please let us know if the personal information which we hold about you needs to be corrected or updated.

**CONTACT** If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email at [jan@janicetayor.co.uk](mailto:jan@janicetayor.co.uk)