

# Wefitrpe Ltd

## Data Protection Policy

### 1. Summary

- 1.1. This privacy policy sets out how Wefitrpe Ltd uses and protects any information that you give Wefitrpe Ltd when you use this website.
- 1.2. Wefitrpe Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.
- 1.3. By submitting an order or making a purchase on our websites you acknowledge that the processing of your personal data is necessary for the performance of the contract and you consent to such processing including passing your information to third parties for the purpose of such processing.

### 2. Changes to Privacy Policy

- 2.1. Wefitrpe Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 01 April 2018.

### 3. Credit/Debit Card Details

- 3.1. We do not store credit card details, nor do we share customer details with any 3rd parties.

### 4. What We Collect

- 4.1. We may collect the following information:
  - 4.1.1. Your name
  - 4.1.2. Contact information including email address.
  - 4.1.3. Demographic information such as postcode.
  - 4.1.4. Other information relevant to customer offer.

### 5. What we do with the information we gather

- 5.1. We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:
  - 5.1.1. Internal record keeping.
  - 5.1.2. We may use the information to improve our products and services.
  - 5.1.3. We may use the information held about you to ensure that the content of our website is appropriate, up to date, useful or effective.
  - 5.1.4. We may periodically send promotional email about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
  - 5.1.5. From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.
  - 5.1.6. Use your data for the purposes of advertising, marketing and public relations, so as to provide you with information about goods and services which may be of interest to you and we may contact you about these by email, text, post or telephone.
  - 5.1.7. All personal data (Certification) will be stored for 5 years in a secure monitored environment.

### 6. Security

- 6.1. We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. All financial information submitted to us is destroyed on daily basis. We use physical shredding at Level 3 security.
- 6.2. Details required to process payments are shredded straight after payment authorisation, but if not are kept secure until they are so shredded.

### 7. Links to other websites

- 7.1. Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### 8. Controlling your personal information

- 8.1. You may choose to restrict the collection or use of your personal information in the following ways:
  - 8.1.1. Whenever you are asked over the phone, please indicate that you do not want the information to be used by anybody for direct marketing purposes.
  - 8.1.2. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or contacting us.
- 8.2. 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.

**8.3.** We may use the information ourselves or via an agent or third party to provide you with information, products or services you request or we consider may be of interest to you, or to enable you to benefit in our opinion from our website or our services, or to inform you of changes to our website or services if you tell us that you wish this to happen.

**8.4.** You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Wefitrpe Ltd, Cornwallis House, Unit 7, Howard Chase, Basildon, Essex. SS14 3BB. Email: [sales@wefitrpe.co.uk](mailto:sales@wefitrpe.co.uk)

**8.5.** If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

**8.6.** If you do not want us to use your data in this way, please email [sales@wefitrpe.co.uk](mailto:sales@wefitrpe.co.uk) . All data collected will be entered onto our database and be kept securely.

**8.7.** Data stored is used only for the purpose of providing you with the services we provide. If you provide us (over the phone online or otherwise ) with information about any third party or make a booking or order a product or service in relation to a third party, you hereby confirm that you have the irrevocable permission or authority of the third party to contact us on their behalf and you further confirm that the third party has irrevocably authorised you to act on their behalf and has agreed that you can give consent on their behalf to use their personal data ( including personal, banking and other related details) for the purpose of processing an order on their behalf with us be it a booking or the purchase of goods or services and you hereby agree to fully indemnify us in respect of any losses or claims arising in respect of you not having the said permission authority or agreement of the third party.

**8.8.** You acknowledge that in the event of us passing your data to a third party for the purpose of processing your order or providing you with the services we have agreed to provide we do not accept responsibility for any breach of the Data Protection Act by (a) the third party or (b) in the course of the data being transferred from us to the third party.

**8.9.** In order to meet the requirements of the data protection principles, under the Data Protection Act, we will:

**8.9.1.** We use best endeavours to keep personal data as safe and secure as possible and to protect against loss, unauthorised disclosure, or access. Unfortunately, the transmission of information via the internet is not completely secure and we cannot guarantee the security of your data transmitted to or from the website. Any transmission is entirely at your own risk. Once we have received your information, we will use our best endeavours to try to prevent unauthorised access. The Act gives you the right to access details that we hold about you. Your right of access can be exercised in accordance with the Act. A small fee may be payable in respect of any access request.

**8.9.2.** If you register to use the website or to receive the services of the website or any information such as a newsletter, or if you have an account with us, you are responsible for protecting your password and user name and must not share them with or disclose them to any person. When you register, or at other times when you use the website, we may collect basic information about you including information to enable us to identify you and the services we may be able to provide to you. You may also provide us with information when you contact us to seek information or prior to retaining us as your solicitors.

**8.9.3.** By using this website, you consent to the collection and use of your personal data in the manner set out above. 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 at any time by emailing us at [sales@wefitrpe.co.uk](mailto:sales@wefitrpe.co.uk)

**8.9.4.** You can opt out from any correspondence from us by contacting us by emailing us at [sales@wefitrpe.co.uk](mailto:sales@wefitrpe.co.uk) "unsubscribe".