



PRIVACY POLICY

BACKGROUND:

This Policy applies as between you, the User of this Website and Servicetotal Ltd the owner and provider of this Website. This Policy applies to our use of any and all Data collected by us in relation to your use of the Website.

1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

“Data”	means collectively all information that you submit to Servicetotal Ltd via the Website. This definition shall, where applicable, incorporate the definitions provided in the Data Protection Act 1998;
“Servicetotal Ltd”	means Servicetotal Ltd/New Door for Me of Unit 8 Westfield Industrial Estate, Waunarlwydd, SA5 4SF;
“User”	means any third party that accesses the Website and is not employed by Servicetotal Ltd and acting in the course of their employment; and
“Website”	means the website that you are currently using (www.newdoor4me.co.uk) and any sub-domains of this site expressly excluded by their own terms and conditions.

2. Scope of this Policy

This Policy applies only to the actions of Servicetotal Ltd and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

3. Data Collected

- 3.1 This Website does not collect Data about our Users by any means unless you contact Servicetotal Ltd via an email link which is included in the Website. This Website does not place cookies on your computer and does not use any other means of data collection including, but not limited to, forms.
- 3.2 From emails we may collect your name, your email address and any other information which you opt to supply.

4. Our Use of Data

- 4.1 Servicetotal Ltd will use your Data for the following purposes:



- 4.1.1 responding to the contents of your email to us;
- 4.1.2 internal record keeping;
- 4.1.3 improvement of our products / services;
- 4.1.4 transmission by email of promotional materials that may be of interest to you;
- 4.1.5 contact for market research purposes which may be done using email. Such information may be used to customise or update the Website.

5. **Links to Other Websites**

This Website may, from time to time, provide links to other websites. Servicetotal Ltd has no control over such websites and is in no way responsible for the content thereof. This Policy does not extend to your use of such websites. Users are advised to read the privacy policy or statement of other websites prior to using them.

6. **Accessing your own Data**

You have the right to ask for a copy of any of your personal Data held by Servicetotal Ltd (where any such data is held) on payment of a small fee which will not exceed £10.

7. **Security**

7.1 Data security is of great importance to Servicetotal Ltd and to protect your Data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure Data collected via this Website.

8. **Changes to this Policy**

Servicetotal Ltd reserves the right to change this Policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the Policy on your first use of the Website following the alterations.