# Indepth Managed Services

# Website Privacy Policy

# **Key Details**

This website privacy policy describes how Indepth Services (Cleaning) Ltd, trading as Indepth Managed Services, hereafter referred to as Indepth Managed Services, protects and makes use of the information you give the company when you use this website.

If you were asked to provide information when using this website, it will only be used in the ways described in this privacy policy.

This policy is updated from time to time. The latest version is published on this page. This website privacy policy was updated on 20th February 2018.

If you have any questions about this policy, please email info@indepth-cleaning.co.uk or write to: Indepth Managed Services, Leonard House, 308 Winwick Road, Warrington WA2 8JE.

#### Introduction

We gather and use certain information about individuals in order to provide products and services and to enable certain functions on this website.

We also collect information to better understand how visitors use this website and to present timely, relevant information to them.

#### What Data We Gather

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information, such as postcode, preferences and interests
- Website usage data
- Other information relevant to client enquiries

#### **How We Use This Data**

Collecting this data helps us understand what you are looking for from the company, enabling us to deliver improved products and services.

Specifically, we may use data:

- For our own internal records.
- To improve the products and services we provide.
- To contact you in response to a specific enquiry.
- To send you promotional emails about products, services, offers and other things we think might be relevant to you.
- To send you promotional mailings or to call you about products, services, offers and other things we think might be relevant to you.
- To contact you via email, telephone or mail for market research reasons.



# Website Privacy Policy

#### Cookies And How We Use Them

#### What is a cookie?

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

#### How we use cookies

We may use cookies to:

• Analyse our web traffic using an analytics package. Aggregated usage data helps us improve the website structure, design, content and functions.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

## **Controlling cookies**

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies.

However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website might issue cookies when you visit it for analytics purposes.

## **Controlling Information About You**

When you fill in a form or provide your details on our website, you will see one or more tick boxes allowing you to:

- Opt-in to receive our company newsletter from us by email.
- Request to be contacted about our services or other items that you have specified by email, telephone or post.

If you have agreed that we can use your information for marketing purposes, you can change your mind easily, via one of these methods:

- Send an email to info@indepth-cleaning.co.uk
- Write to us at: Indepth Managed Services, Leonard House, 308 Winwick Road, Warrington WA2 8JE.

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to.

Any personal information we hold about you is stored and processed under our data protection policy, in line with the Data Protection Act 1998.



# Website Privacy Policy

## **Security**

We always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

We also follow stringent procedures to ensure we work with all personal data in line with the Data Protection Act 1998.

## **Links From Our Site**

Our website contains links to other websites.

Please note that we have no control of websites outside the www.indepth-cleaning.co.uk domain and the Indepth Client Portal and Indepth Employee Portal. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.