

# **PRIVACY STATEMENT**

## **GPDR 25 May 2018**

WCRP Ltd ("we/us") are committed to protecting and respecting any personal information you share with us.

This statement describes what types of information we collect from you, how it is used by us, how we share it with others, how you can manage the information we hold and how you can contact us.

We will always give you the option not to receive marketing communications from us. We will never send you unsolicited 'junk' email or communications, or share your data with anyone else who might. We do not sell your information to third parties.

The contents of this statement may change from time to time so you may wish to check with us occasionally to ensure you are still happy to share information with us.

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

We collect information about you when you engage with our website and use our Contact Form and on arrival at our premises. We only collect information which is necessary, relevant and adequate for the purpose you are providing it for.

### **HOW DO WE USE THIS INFORMATION?**

WCRP Ltd will only process information that is necessary for the purpose for which it has been collected. We will never send you unsolicited 'junk' email or communications or share your personal information with any other company (i.e. third parties) unless we are required to do so by law.

### **WEBSITE**

This Privacy Statement only applies to the WCRP Ltd website. Customers should always be aware when moving to another site via a link of how that site deals with your information by checking its privacy statement. WCRP Ltd cannot be held responsible for the content or policy of any external website to which it links.

Our website is hosted by Aurora Design Studio (the developers). The developers are not responsible for any information gathered by the WCRP Ltd Website. However the developers do offer WCRP Ltd the tools to manage the data by way of exporting it to a CSV file for use offline or by deleting the data from the server.

### **HOW LONG DO WE KEEP YOUR INFORMATION?**

We will not hold your personal information in an identifiable format for any longer than is necessary. If you are a customer or otherwise have a relationship with us we will hold personal information about you for a longer period than if we have obtained your details in connection with a prospective relationship. Credit Card details which you give us will only be held for the purpose of the deposit and then destroyed after.

Accounting Information, by law, has to be kept for a required period for the purpose of any Inland Revenue inspection. After this information is no longer required we, at WCRP Ltd destroy this information.

### **HOW CAN YOU MANAGE THE INFORMATION WE HOLD ABOUT YOU?**

You have the right as an individual to access your personal information we hold about you and make corrections if necessary. You also have the right to withdraw any consent you have previously given to us and ask us to erase information we hold about you. You can also object to us using your personal information.

**WCRP Ltd**

**[info@westoxcocoon.com](mailto:info@westoxcocoon.com)**

**07946 780053 or 07753 882619**