Talisman Group
Spring Lane
Malvern
Worcestershire
WR14 1BS

# Privacy Policy

Talisman Group Limited is committed to safeguarding your privacy. We are responsible for protecting your personal information under applicable data protection legislation. This policy sets out the basis on which any personal data we collect from you or that you provide to us will be processed by us. This Privacy Policy explains how we use any personal information we collect about you when we have contact by phone, fax, in person or by email.

## What information do we collect about you

We only collect and hold data about your first name/surname, job title and mobile phone number (if you have given this to us) and data relating to your company (e mail address, your company name, address, phone and fax details). We may also hold bank payment details where appropriate. The basis for holding this information is ‘Contractual’ because we need this information to be able to trade with you.

## How will we use the information about you

We collect information about you to process your order or to enable us to place purchase orders with you. This information is only used to manage your account and to enable commerce between our companies. We will not divulge your contact information to any other party.

## How Do We Protect Your Personal Information

Talisman Group Limited takes appropriate technical and organisational measures to ensure that the information disclosed to us is kept secure. These are backed up regularly and are protected using up to date security software and IT protection which contain firewalls.

## Marketing

We would like to send you information about our products and services – e.g. when new capacity or services become available. If you would like to opt out of this then please just let us know by e-mailing sales.malvern@talismangroup.co.uk. Talisman Group will never disclose your data to any third party or sell or transfer our e-mail database for marketing purposes with anyone else. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email sales.malvern@talismangroup.co.uk or telephone 01684 892892

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## Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## Changes to our privacy policy

This Privacy Policy may be updated periodically to reflect changes in the law and guidance issued. If we make any changes to our Privacy Policy you will be sent an email with the new version.