



# ANTROBUS HOUSE

Business Centre

## Antrobus House Ltd t/a Antrobus House Business Centre

### Privacy Policy

Any information you provide about yourself (“personal information”) to Antrobus House Limited will only be used in accordance with this privacy policy.

This privacy policy outlines how we collect and deal with personal information and your rights regarding the personal information you provide to us. This policy does not apply to websites operated by third parties.

#### 1. Collection of Information

We collect personal information from you through your interaction via our website, email, telephone conversations or in person. This may occur when you contact us to request information regarding our services.

The information we collect will vary depending on the service you request but could include name, address, phone number, email address, age, gender, date of birth or comments. We may also ask for additional information depending on the nature of the service requested. Unless stated, the data fields we request must be completed. We will not normally collect any sensitive personal information from you. In the event we do, we will request your express consent to do so.

We may also collect certain information using “cookies” and other similar automated means. Cookies are small pieces of information that are stored by your browser on your computer's hard drive.

We will ensure your data is kept safe, paper copies will be kept in a locked cabinet and the relevant security software and passwords will be used on our computers. Our office door will be locked if unattended. Any credit card information provided by you, will be securely shredded after use.

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**Antrobus House Ltd**

**18 College Street, Petersfield, Hampshire, GU31 4AD 01730 234500**

Antrobus House is a limited company registered in England, number 05700055. VAT registration number 876 7894 40

[www.antrobushouse.co.uk](http://www.antrobushouse.co.uk)

[info@antrobushouse.co.uk](mailto:info@antrobushouse.co.uk)



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### 2. Use of Information

We will use your personal information for several purposes including but not limited to the following:

- To provide, administer and communicate with you about our services and promotions and/or to analyse and improve the services we offer.
- To send you communications about content, services, products, events and promotions by us that you might be interested in.
- To send you marketing communications about products, services, events and promotions by third parties, that you might be interested in and related to the event you have requested us to provide. We will only do so if at the time of collecting your personal information you have specifically agreed to opt-in to receive such communications from third parties. We may also use your personal information in other ways but will ensure that we notify you of this.

### 3. Sharing Information

We will not sell, trade, rent or otherwise pass on your personal information to others except as described here or with your prior consent.

We may share personal information with service providers who perform functions and services on our behalf. Such third parties will be provided with personal information necessary to perform the services on our behalf but are not authorised to use such information for any other purposes.

Only where you have agreed to receive marketing communications from third parties, will we pass on your personal information for this purpose.

We may also disclose personal information about you to comply with applicable laws and when requested to do so by law enforcement agencies or government bodies or in connection with our business dealings with you where applicable.

We reserve the right to transfer personal information we have about you in the event we transfer all or a portion of our business or assets. Should such a transfer occur, we will use reasonable efforts to direct the transferee to use personal information you have provided to us in a manner that is consistent with this privacy policy.

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Following such a transfer, you may contact the entity to which we transferred your personal information with any inquiries concerning the processing of that information.

### 5. Data Protection

Antrobushouse Limited is registered with the Information Commissioner's Office under the UK Data Protection Act 1998 number Z9825277.

### 6. Your Rights

You have certain rights to the personal information we process about you. You have the right to request that we cease sending marketing communications, whether by e-mail or otherwise, to you. You may request access to the personal information we hold about you free of charge. This can be done via email: [info@antrobushouse.co.uk](mailto:info@antrobushouse.co.uk), or call us on 01730 234500.

### 7. Leaving our website and moving on to third party websites

When you click on advertisements or links on any of our sites, you will leave that site and go to a third-party site which is outside of our control. When we place an advertisement on one of our sites, it does not signify that we are endorsing that advertiser's product or service. We do not accept responsibility for content, have no control over and our Privacy Policy does not apply to these companies, sites, or content and if such third-party sites collect Personal Data, we cannot control how this data is processed, stored or used. We advise that you read their data collection statements which accompany any registration and their Privacy Policies before you submit your personal information.

### 8. Changes to our Privacy Policy

We reserve the right to change our privacy policy from time to time to comply with relevant legislation or otherwise and all changes will be posted here. Where the changes are significant, we may also choose to email all our registered users with the updated privacy policy.

### 9. Contact Us

If you have any questions or comments about this privacy policy, please contact us at the address below.

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