

Privacy Policy

In this Privacy Policy the terms, 'we' or 'us' is GMS Group Ltd and is in relation to this website only gms-ops.co.uk.

Your privacy is important to us and we are committed to keeping your information secure and managing it in accordance with our legal responsibilities under applicable data protection laws.

Please read this Privacy Statement carefully as it contains important information to help you understand how and why we process any personal information that you give to us.

What information we collect

We process personal information which you give us:

- Whilst servicing your request through our website, by email, in writing or over the phone.
- If you request information or assistance from us.
- Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

Cookies

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

What personal information we process

We may record your name, telephone number, signature and email address.

We use a third party service to help maintain the security of this website. To deliver this service it processes the IP addresses of visitors to this website.

Special categories of personal data

Special categories of personal data include information about an individual's health and other categories of personal information which are closely protected. We do not generally process such information unless you have voluntarily provided this to us. For example, where you have advised us of a health issue, which could mean that you may be classed as a "vulnerable".

We will process sensitive information where you have voluntarily provided this information to us and have agreed that we can use this information to deliver services to you. Where possible we shall seek to minimise the collection and use of such special categories of personal data.

How we use your Information

We use your information to:

Provide and service your requests.

We will process your information where we have a legitimate interest to do so, to fulfil a contractual obligation with you, where we are permitted by law or to comply with applicable laws and regulation.

Data Type & Purpose	Personal Data	Source	Legal Basis
account data operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you	name and email address	you or your employer	our legitimate interests, namely the proper administration of our website and business
profile data for the purposes of enabling and monitoring your use of our website and services	name and email address	you or your employer	our legitimate interests, namely the proper administration of our website and business
service data for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you	Name, address, telephone number and email address	you or your employer	our legitimate interests, namely the proper administration of our website and business

Providing your personal data to others

We may disclose normal personal data to our suppliers under our control (hosting company & web-designer) insofar as reasonably necessary to carry out managed website services.

Personal data of children

Our website and services are targeted at persons over the age of 18.

If we have reason to believe that we hold personal data of a person under that age in our databases, we will delete that personal data.

Security

We will take appropriate technical and organisational precautions to secure your personal data and to prevent the loss, misuse or alteration of your personal data.

We will store all your personal data on secure servers, personal computers and mobile devices, and in secure manual record-keeping systems.

The following personal data will be stored by us in encrypted form: your name and contact information.

Data relating to your enquiries that is sent from your web browser to our web server, or from our web server to your web browser, will be protected using encryption technology.

You acknowledge that the transmission of unencrypted (or inadequately encrypted) data over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Yours rights

You have the right to request copies of your personal information. If you think any of the personal information we hold about you is inaccurate, you may also request it is corrected or erased. You also have a right, in certain circumstances, to object to our processing of your personal information, to require us to stop processing your personal information and/or to withdraw your agreement to processing based on 'consent', but this does not apply where we have other legal justifications to continue processing your data or an overriding legitimate interest. In relation to all of these rights, please write to us at the address below.

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Complaints process

If you have a complaint about how we have handled your personal information you may contact us using the details below and we will investigate your complaint. You also have the right to complain to the Information Commissioner's Office - (www.ico.org.uk).

Changes to this privacy policy

We keep our privacy policy under regular review. This privacy notice was last updated on 24 May 2018.

Contact us

You can [email us](#) or write to us:

Data Protection
GMS Group of Companies Ltd
GMS House
72 Sherwood Road
Aston Fields Industrial Estate
Bromsgrove
Worcestershire
B60 3DR