

# Privacy Policy

We are dedicated to safeguarding and preserving your privacy when visiting our site or communicating electronically with us.

This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you when you are on this site.

## **Information We Collect**

In operating our website we may collect and process the following data about you:

- i. Details of your visits to our website and the resources that you access, including, but not limited to, traffic data, location data, weblogs and other communication data.
- ii. Information that you provide by filling in forms on our website, such as when you submit an email quote to us.
- iii. Information provided to us when you communicate with us for any reason.

## **Use of Your Information**

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- i. To provide you with information requested from us, relating to our products or services. To provide information on other products which we feel may be of interest to you, where you have consented to receive such information.
- ii. To meet our contractual commitments to you.

## **Storing Your Personal Data**

Data that is provided to us is stored on our secure servers. Details relating to any transactions entered into on our site will be encrypted to ensure its safety.

## **Access To Information**

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee of £10 which covers our costs in providing you with the information requested.

**Contacting Us.** Any queries, comments or requests you may have regarding this Privacy Policy should be emailed to. Contact us at [contact@voicelgal.co.uk](mailto:contact@voicelgal.co.uk)