

## PRIVACY and DATA PROTECTION POLICY

SGP Service values the privacy and security of the information you share with us. This Privacy Statement applies to information collected through SGP Service (the "website"). And SGP Service as a business. This Statement describes how SGP Service collects, uses, shares, protects, or otherwise processes your personal information.

By using this website and or accepting an estimate or quote , you agree to the terms of this Privacy and Data Protection Policy and are giving your consent to hold your personal information.

### **Collection and Use of Information**

SGP Service collects personal information to set up and manage accounts for our services You may need to provide SGP Service with personal information such as:

- Name
- Email Address
- Address
- Phone Numbers

SGP Service uses such information for:

- website registration;
- enabling sales and other transactions;
- processing payments and settlement;
- measuring, improving, and customising our services; and
- fulfilling other technical, logistical, financial, tax, legal, compliance, administrative, or back office functions.
- SGP Service does not hold or store credit/debit card details.

You may request to see your information held at any time by contacting us at [sgpservice@ymail.com](mailto:sgpservice@ymail.com).

### **Cookies and logs**

SGP Service collects information related to your use of our website using cookies and log information. Cookies are small files containing strings of text stored on your computer.

SGP Service uses cookies to authenticate you as a user when you log in, track your session, deliver content specific to your preferences and interests, and provide other functions. Log information may include web requests, Internet Protocol address, operating system, browser type, browser language, date and time of your request, and cookies that may uniquely identify your browser. SGP Service uses this information to enhance the functionality of the website and to make your access more convenient, secure, and efficient.

SGP Service also uses information gathered from logs and cookies to monitor website performance; improve website design, functionality, and security; and assemble web analytics and activity trends. SGP Service retains such information for as long as reasonably required for business purposes or as reasonably required to comply with our legal obligations.

### **Google Analytics**

SGP Service uses Google Analytics, a web analytics service. Google Analytics uses cookies and other means to help SGP Service analyse how users use the site. See Google's Privacy Policy.

SGP Service may disclose personal information where:

- required by law or by an order or requirement of a court, administrative agency, or other government entity, or by court rules concerning the production of records;
- SGP Service has reasonable grounds to believe that use or disclosure is necessary to protect the rights, privacy, property, or safety of our users or other people;
- SGP Service has reasonable grounds to believe that the information relates to the breach of an agreement or violation of the law that has been, is being, or is about to be committed;
- it is necessary for fraud protection, risk reduction, or the establishment or collection of funds owed to us;
- it is necessary to enforce or apply our legal agreements, to pursue remedies, or to limit damages to SGP Service;
- the information is public;
- you have provided consent or with your direction; or

- other reasons allow it or other laws require it. When we are required or permitted to disclose information, we will not disclose more information than is necessary to fulfil the disclosure purpose.

### **Data Integrity**

SGP Service processes personal information only for the purposes it was originally collected and in accordance with this Privacy Statement. SGP Service takes commercially reasonable steps to ensure that the personal data is relevant, reliable for its intended use, accurate, complete, and current for the purposes for which it is used. SGP Service retains information for as long as reasonably required for business purposes or as reasonably required to comply with our legal obligations.

SGP Service may send you relevant marketing communications considered to be of interest based on your profile. We aim to bring you the best offers available. If you would prefer not to receive further messages from us or our carefully selected partners then please tell us at [sgpservice@ymail.com](mailto:sgpservice@ymail.com)

### **Contact Information**

If you have questions or concerns related to this Privacy Statement, please contact us by email [sgpservice@ymail.com](mailto:sgpservice@ymail.com)

Updated May 2018