

## **Privacy Policy**

This website is operated by Oneflo Ltd. We take your privacy very seriously therefore we urge you to read this policy very carefully because it contains important information about us and:

the personal information we collect about you, our users  
what we do with your information, and  
who your information may be shared with

### **Who we are**

Oneflo Ltd ('we' or 'us') are a 'data controller' for the purposes of the Data Protection Act 1998, (ie we are responsible for, and control the processing of, your personal information).

### **Information we collect**

#### a) Personal information you provide to us

We collect the following personal information that you provide to us:

Name  
Address  
Tel. No.  
e mail address

Some examples of when we collect this information include:

- a) Replying to messages
- b) Personal information provided by third parties

We may receive information about you from other sources. This information may include:

N/A

We will add this information to the information we hold about you for the following purposes:

N/A

c) Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

shall consent on their behalf to the processing of their personal data;  
shall receive any data protection notices on their behalf; and  
shall consent on their behalf to the transfer of their personal data abroad.

d) Monitoring and recording communications

We may monitor communications such as emails and telephone calls for the following purposes: Not applicable

## **How we use the information we collect**

We collect information about our users for the following purposes:

If you contact us via our website, we will collect your name, phone number and email address only. No personal data is stored on our website and no user account is created.

## **Who your information may be shared with**

We may share your information with:

Not applicable

## **Keeping your information secure**

We will use technological and organisation measures to keep your information secure. These measures may include the following examples:

User information is controlled by user name and password

However, while we will use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us using the details below.

## **What rights do you have?**

### Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some or it, please:

- email, call or write to us (using the contact details below)
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- let us know the information you want a copy of, including any account or reference numbers, if you have them

We may ask you to pay a fee before sending this information to you.

### Right to correct any mistakes in your information

You can require us to correct any mistakes in your information which we hold free of charge. If you would like to do this, please:

contact us using the contact details below

let us have enough information to identify you (eg account number, user name, registration details), and

let us know the information that is incorrect and what it should be replaced with

### Right to ask us to stop contacting you with direct marketing

You can ask us to stop contacting you for direct marketing purposes. If you would like to do this, please:

email, call or write to us (using the contact details below)

let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and

let us know what method of contact you are not happy with if you are unhappy with certain ways of contacting you only (for example, you may be happy for us to contact you by email but not by telephone)

From time to time we may also have other methods to unsubscribe from any direct marketing including for example, unsubscribe buttons or web links. If such are offered, please note that there may be some period after selecting to unsubscribe in which marketing may still be received while your request is being processed.

### Changes to the privacy policy

We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website.

## **Contacting us**

If you have any questions about this policy or the information we hold about you, please contact us by:

e-mail: [info@oneflo.co.uk](mailto:info@oneflo.co.uk)

post: Oneflo Ltd, Banchory Business Centre  
Burn O' Bennie Road, Banchory, Aberdeenshire  
AB31 5ZU

, or

telephone: +44(0)7522368222