



Privacy Notice

We are Search & Convey Limited. We're a company registered in England and Wales with company number 16728885, whose registered address is at 37 Crogen, Chirk, Wrexham, Wales LL14 5BN. In this privacy notice we will refer to ourselves as '**the company**', '**we**', '**us**' or '**our**'.

You can get hold of us in any of the following ways:

- (a) by phoning us on **01865 205001**;
- (b) by e-mailing us at enquiries@searchandconvey.co.uk ; or
- (c) by writing to us at **Suite 15 Enterprise House, Bicester Business Centre, Telford Road, Bicester. OX26 4LD**

The Company take the privacy, including the security, of personal information we hold about you seriously. The privacy notice is designed to inform you about how we collect personal information and how we use that personal information. By reading the privacy notice carefully you will know and understand why and how we use the personal information we collect and hold about you.

Fair Processing Notice by Search & Convey Limited

As a Company, we are subject to British, Scottish and European Law. We care about your privacy and your right to privacy, with GDPR Regulations under the Data Protection Act 2018.

For this reason, we collect and use personal data only as it might be needed for us to deliver products, to engage with us (by way of a newsletter, or similar), to give us your details for bookings, or similar products and services.

Your personal data includes information such as:

Name
Address
Telephone number
Date of birth (if you add it to your account)
Email address
Company Name
We do not save and cannot see any payment card data.

Our Privacy Policy is used to explain to you how and what customer, client and supplier data we collect, and how and why we use your personal data. It also describes options we provide for you to access, update or delete your personal data that we process.

If at any time you have questions about our practices or any of your rights described below, you may contact our Office, where we will be glad to help you with your inquiry.

What Information Do We Collect?

We collect information mainly so that we can deliver your products, goods and services secondly to tell you about special offers and new products. Certain items of personal data are collected directly from you when you:

- (1) Create an account or purchase any of our products e.g. billing information, name and address when you pay by card but as a company we NEVER store the credit card data
- (2) Complete contact forms or request newsletters e.g. your email address
- (3) Participate in competitions, or similar
- (4) Register for an account, make a booking, pay a deposit.

How We Utilise Information

We believe in minimising the data we collect and limiting its use and purpose to only that

- (1) for which we have been given permission (e.g. our newsletter),
- (2) as necessary to deliver the products you purchase or interact with, or
- (3) as we might be required or permitted for legal compliance or other lawful purposes.

Regarding Hosting

Our service is powered by a platform hosted by Elan Technology Group Limited (Elan).

When you use the platform to order certain products and services, data relating to you or your clients (End User Data) is collected and processed by us (as provided in this privacy notice) and Elan. Elan may, as relevant to your order, share the data with its authorised third party.

Elan acts on our behalf in this process, in accordance with the Elan data processing agreement concerning End User Data found at <https://www.elanconvey.co.uk/files/processing-notice.pdf>

Elan may further process and share End User Data as provided in the Elan privacy notice found at <https://www.elanconvey.co.uk/files/privacy-notice.pdf>