



Outbound Field Marketing Services Ltd

Privacy Policy statement

In this Privacy Policy references to "we" and "us" are Outbound Field Marketing Services Ltd. Outbound takes the privacy of its users seriously. We are committed to safeguarding the privacy of our users while providing a personalised and valuable service.

This Privacy Policy Statement explains the data processing practices of Outbound. Outbound's website complies with the principles of the Data Protection Act 1998.

If you have any requests concerning your personal information or any queries with regard to these practices please contact us at **info@out-bound.co.uk** or by phone on **0118 9769310**.

Information collected

Personal information is collected by Outbound Field Marketing Services Ltd from you through the use of enquiry and registration forms and every time you e-mail us your details.

We use tracking software to monitor traffic patterns and site usage to help us develop the design and layout of the site to better meet the needs of visitors to out-bound.co.uk. This software does not enable us to capture any personally identifying information.

Use of personal information

We process personal information collected via www.out-bound.co.uk for the purposes of:

- providing a personalised service
- conducting market research surveys
- providing you with information about products and services we offer.
- We also use information in aggregate form (so that no individual user is identified):
- to build up marketing profiles
- to aid strategic development
- to audit usage of the site.

If at any time users want Outbound to stop sending such communications they should write to: **info@out-bound.co.uk**

Consent

By providing us with personal data, users consent to the processing of such data in accordance with the Data Protection Act 1998.

Disclosure of personal information

Processing personal data for the above purposes may entail sharing the information with employees, contractors, agents and professional advisors of Outbound. However, written agreements exist between Outbound and such parties that there must be no disclosure or further processing of such personal data.

Verifying, updating and amending your personal information

If, at any time, a user wants to verify, update or amend their personal data they may simply email their request to **info@out-bound.co.uk**.

Verification, updating or amendment of personal data takes place within 90 days of receipt of the request.

You also have the right to request a copy of any personal information we hold about you.

To do this, simply write to us at the following address, enclosing a cheque for £10 payable to Outbound Field Marketing Services Ltd to cover our administration costs:

Outbound Field Marketing Services Ltd
Riseley Business Park
Riseley
Berkshire
RG7 1NW