

Website Privacy Policy

This website is operated by 1ST CLASS SERVICES. The privacy of our users is extremely important to us and therefore we encourage all users to read this policy very carefully because it contains important information regarding:

- Who we are;
- How and why we collect, store and share personal information;
- Your rights in relation to your personal information; and
- How to contact us and supervisory authorities in the event that you have a complaint.

Who we are

1ST CLASS SERVICES ('we', 'us', 'our') collect, use and are responsible for storing certain personal information about you ('you', 'your', 'yours').

The personal information we collect and use

Personal information is information which can be identified from (and does not include any anonymised forms of information).

1. Personal information obtained from you directly

We will sometimes obtain information from you directly, including when you: use the 'Contact Us' service displayed on our website to request a call or email back from the company/employees.

2. Personal information obtained by the use of cookies or other automated means

We will sometimes obtain information via automated technology. This shall be by use of cookies and other similar technologies. A cookie is a small text file which is placed on to your computer or electronic device when you access our website. When you visit any website. It may store or retrieve information about you in the form of cookies. Similar technologies include web beacons, action tags, local shared objects ('flash cookies') and single-pixel gifs. Such technologies can be used to track users' actions and activities, and to store information about them. Usually this will be in order to monitor and obtain information regarding; website traffic (via Google Analytics, Tag Manager) and more.

You can opt-out of cookies at any time by setting your web browser not to accept cookies.

How we use your personal information

1. General purposes

In general, your personal information will generally be processed for the following purposes: to allow the company/employees to contact you, at your request.

Lawful basis for processing of your personal information

We have described above the purposes for which we may process your personal information. These purposes will at all times be justified by UK data protection law.

1. General lawful bases

The lawful basis upon which we are able to process your personal data are:

- (1) Where we have your consent to use your data for a specific purpose;
- (2) Where it is necessary to enter into a legal contract with you or to perform obligations under a legal contract with you;
- (3) Where it is necessary to enable us to comply with a legal obligation'
- (4) Where it is needed in the public interest (or where we are acting in our official functions), provided that the task or function has a clear basis in law.

In general, in order to meet the purposes we have described above, we will process your personal information where we have your express consent on each occasion the data is processed.

Sharing of your personal information

On any occasion where any of your personal information is shared with any third party, we shall only permit them to process such information for our required purposes, under our specific instruction, and not for their purposes. We do not anticipate to share your personal information with any third party. We will notify you should this change.

How long your personal information will be kept

Your personal information will only be kept for the time period of which is necessary for us to fulfil the above purposes.

We envisage that your personal information shall be retained by us as follows: Customer emails, received via the 'Contact Us' webpage form, will be deleted once the customer enquiry has been resolved/ satisfied and/or when contact has been made with the customer, at the customers request

After the period described above, your information will be deleted.

Keeping your information secure

We will ensure the proper safety and security of your personal information and have measures in place to do so. Measures as follows:

User accounts are unique password protected, data is stored on a secure server.

Age

Our website is not intended for children (anybody under the age of 18). We do not intend to collect data from children.

Your rights

Under the UK General Data Protection Regulation you have a number of important rights free of charge. These are available for you to view on the Gov.uk website.

CONTACT

Any questions or queries about any points mentioned in the above text can be directed to Lance Peek, using the following:

Post: 1 Hall Rd, Rochester, Kent, ME13XH

Email: first-class-services@outlook.com