

PRIVACY POLICY

Personal information

We obtain sufficient personal information from you and retain it on our system to allow us to process your enquiry and send you invoices, statements and remittance advice where applicable. An email address and/or telephone number is retained during this process to allow us to contact you should we have any queries.

What information we collect

We collect only the personal information which you choose to give us.

How we use personal information

- Sending you invoices, statements, remittance advice and any payment reminders

We will not use any contact details or other personal information collected for purposes of any general mailing list (postal or electronic).

Passing details to Third Parties

We will not disclose the information we receive from you to unconnected third parties and will not use it for purposes of any general mailing list (postal or electronic) of our own.

Your contact and account details will be visible to our external accountants during the preparation of our accounts.

Updating and amending your personal information or queries

As a customer of I & A Paterson, you can advise us of any updates to your personal information at any time by contacting the office on 01467 632447 or emailing – ian@iandapaterson.com Any queries can also be directed to us.

Consent

By disclosing your personal information to us to allow works to be carried out, you indicate your consent to the collection, storage, processing and use of your personal information by I & Paterson as laid out in this privacy policy.