

Bailey Business Solutions

Privacy Policy

This privacy policy sets out how Bailey Business Solutions uses and protects any information that you give Bailey Business Solutions when you use this website.

Bailey Business Solutions is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Bailey Business Solutions may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 16th May 2018.

What we collect

We may collect the following information:

- name and address of person/s or company
- contact information including email address
- customer information (**only if you require this service**)
- bank and card information (**only if you require this service**)
- access to PayPal / Accounting Software / Bank accounts / Personal data website such as the HMRC (**only if you require this service**)
- Passwords to relevant sites you wish us to gain access to (**only if you require this services**)
- Access to Emails (**only if you require this service**)

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- Invoicing (**only if this service is required**)
- Making payments (**only if this service is required**)
- We may use the information to improve our services.
- We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at **enquiries@baileybusinesssolutions.co.uk**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.