

Service One Privacy Policy

As a **SERVICE ONE** customer, your personal privacy is very important to us. This page outlines our policy concerning personal information. By using the **SERVICE ONE** website, you accept the practices described in this Privacy Policy.

We may update our Privacy Policy from time to time to take account of changing requirements such as changes in technology or legislation, and request that you refer back to this Policy frequently to become aware of any such revisions.

In addition, we recommend that you review the privacy policy of any website accessed through the **SERVICE ONE** website as these sites may be subject to different privacy practices. **SERVICE ONE** is not responsible for these websites or for the information made available thereon.

How do I know my personal details are confidential and safe when I complete forms through the SERVICE ONE website?

When you send us personal information from any forms on the **SERVICE ONE** site, the information is emailed directly to us and your details are stored on our server in our offices. No information is stored online on our web site.

What personal information does SERVICE ONE collect when I visit the SERVICE ONE website?

We do not collect personal information about you when you browse the **SERVICE ONE** website. However, if you wish to contact, we will require you to complete a form and provide us with certain information, which may include the following:

Name
Postal Address
Phone/Fax numbers
E-mail address
Details of your query

In order to help us provide you with the best possible service, you may also choose to provide feedback or request information. This is done when you complete forms or email us from links. All such messages are stored securely on our servers in our offices.

Cookies

The **SERVICE ONE** web site does not use cookies.

How will SERVICE ONE use my personal information?

We use your personal information to identify you as a customer, to deal with your query, to deliver relevant information to you and assist you in future queries. For these purposes, we may transmit your personal information to our own offices, authorised agents, other service providers, credit and charge card companies, and data processing companies working on our behalf. Some of these companies may be located outside the European Union. Your personal information and any records relating to your purchases will also be retained for audit functions.

We may also use the personal information of users who have contacted us to provide them with information that we think they may find of interest. This may include information about services, products, special offers and promotions offered by **SERVICE ONE**, and other service providers. We may contact you by any means of communication for which you have given us contact details, including by post, e-mail, pop-up window, fax and telephone. However, you may choose not to receive such information by indicating this when you EMAIL US.

Contact us

If you have any other concerns, suggestions or questions about any issues relating to privacy on the **SERVICE ONE** web site, please contact us via email on enquiries@pat-services.eu

SERVICE ONE Data Protection Notice

SERVICE ONE and its affiliated companies will use your information together with other information for administration, marketing, credit scoring, customer services and profiling you. We may disclose your information to our service providers and agents for these purposes. We may keep your information for a reasonable period to contact you about our services.

To help us to make credit decisions about you, to prevent fraud, to check your identity and to prevent money laundering, we may search the files of credit reference agencies that will record any credit searches on your file. We may also disclose details of how you conduct your account to such agencies. The information will be used by other credit grantors for making credit decisions about you and the people with whom you are financially associated, for fraud prevention, money laundering prevention and occasionally for tracing debtors.

You have a right to ask for a copy of your information (for which we charge a small fee) and to correct any inaccuracies.

When you give us information about another person, you confirm that they have appointed you to act for them, to consent to the processing of their personal data, including sensitive personal data and to the transfer of their information abroad and to receive on their behalf any data protection notices.

If you have any other concerns, suggestions or questions about any issues relating to data protection on the **SERVICE ONE** web site, please contact us via email on enquiries@pat-services.eu