

Privacy Policy

This privacy policy sets out how MD Typing Services uses and protects any information that you supply to MD Typing Services when you use this website. We believe you should feel informed when it comes to us handling your personal data.

Therefore, this policy explains:-

- What information we collect when you're using the Website
- Why we collect that information
- How we use that information
- How we may share that information
- How we keep your data protected
- What choice and options you have to control your information

MD Typing Services are committed to respecting the privacy of all the visitors and users of www.mdtypingservices.co.uk, we are dedicated 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.

MD Typing Services may change this policy from time to time by updating this page. Therefore, you should return to this page from time to time to ensure you are happy with any changes. This policy is effective from 17th September 2019.

Please read the following policy carefully to understand our policy and practices regarding your personal information before using this website. By using our website, you are accepting and consenting to these practices.

For the purpose of the Data Protection Act 1998 and the EU General Data Protection Regulation, the data controller is MD Typing Services, 18 Chapel Gate, Aldercar, Nottingham ND16 4HN.

We will only collect your information from you directly. You may communicate with us where you may choose to voluntarily give us your personal data.

What personal information may we collect?

- Name and job title
- Contact information including email address
- Demographic information such as postcode, preferences and interests
- We may obtain information about your usage on our Website to help us develop and improve it further.

What will the data be used for?

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

- To update and manage our customer and marketing databases.

- We may use the information to improve our products and services. This helps us ensure that the content is presented effectively to you.
- We may periodically send promotional emails about new products, special offers or other information you may find interesting using the email address you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.

Security

At MD Typing Services, we are committed to ensuring that your information stays protected and secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your information we collect online. We will never sell your information without your consent, including your name, address, email-address or credit card information to any third party.

Links to other websites

Our website may contain links to other websites of interest. However, if you use the links to leave our site, then you should note that we do not have any control over the other website. Therefore, we cannot be responsible for the protection and privacy of any information you provide whilst visiting such sites as they are not governed by this privacy policy. 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 are asked to fill in a form on the website, look for the box which you can click to indicate you do not want the information to be used for direct marketing purposes.

If you have previously agreed to us using your personal information for direct marketing purposes, and you've changed your mind. You can withdraw the permission at any time by writing to or emailing to us at

We will never sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law.

You may request details of personal information which we hold under the current Data Protection Act 1988. A small fee will be payable. If you would like a copy of the information, please email MD Typing Services – michelle@mdtypingservices.co.uk

If your request is made electronically, then we will provide your information in a commonly used electronic format.

If you believe that any information we have of you is incorrect or incomplete then you can request us to rectify it. Please write or email us as soon as possible to the above address. We will promptly correct any information found to be incorrect.