

Privacy Policy



ASHLEY & NEWEY

Ashley & Newey are committed to carefully storing and protecting your personal data.

This policy was last updated May 2018. Please contact holly@ashleynewey.co.uk or call the office on 01325 389567 if you have any queries regarding our privacy practices.

How do we collect information from you?

In order to make initial contact with new business customers we may obtain contact details from your website or from the Coach Tourism Association handbook of which we are a fellow member. With regards to existing customers we may telephone or email you from time to time to ensure we have the most up to date contact information.

What type of information do we collect from you?

The information we collect might include your name, company name, company address, email address and telephone number. Our website and newsletter also have access to your IP address. We never ask for any bank details unless you have specifically requested a payment to be made to your account.

How is your information used?

Your information is primarily used in order for us to carry out our contractual obligation to you and so that we can provide a comprehensive and quality service.

In terms of marketing your information is used in the following ways:

Website - We collect information from you in order to generate a log-in username and password for you to have access to our website. The website stores details of your user activity for the purpose of monitoring visitor statistics and we may contact you from time to time about this. By using our website you are agreeing for your information to be used in this way otherwise you have the right to be erased at any time by notifying us.

Newsletter – your information is stored on a mailing list database via MailChimp which is password protected and secured by their own privacy policy. You have the option to unsubscribe from the newsletter at any time.

Email – In order to provide a swift and efficient service we often send our portfolios via email however you have the right to refuse these emails at any time by notifying us.

Who has access to your information?

Employees of Ashley & Newey have access to your information which is stored on password protected computers in a secure environment. We never sell your information to third parties and we never share your information with third parties unless we have a legal obligation to do so.

Use of 'cookies'

Like many other websites, the Ashley & Newey website uses cookies which are small pieces of information that are stored on your computer to allow the website to recognise you when you visit. They are used to collect statistical data about your browsing habits but do not identify you as an individual unless you log-in. It is possible to switch off cookies by changing your personal browser preferences.

Your right to be erased

By using our website or entering into a contract with Ashley & Newey you are agreeing to our privacy policy. You have the right to request what information we are holding and for these details to be erased at any time by notifying us in writing, otherwise your information will be stored by us for as long as we deem necessary.