



Virtual Administration

S.R.A SERVICES PRIVACY POLICY

This privacy policy sets out how S.R.A Services uses and protects any information that you give S.R.A services when you use this website.

S.R.A Services 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.

S.R.A Services 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.

The DPA & GDPR May 2018

We and this website complies to the DPA (Data Protection Act 1998) and already complies to the GDPR (General Data Protection Regulation) which comes into effect from May 2018. We will update this policy accordingly after the completion of the UK's exit from the European Union. This website uses cookies to better the users experience while visiting the website. As required by legislation, where applicable this website uses a cookie control system, allowing the user to give explicit permission or to deny the use of /saving of cookies on their computer / device.

What we collect

When filling in forms on our website, we will collect the following information

- **Your name**
- **Contact information including email address**

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.
- We may use the information to improve our services.
- We may periodically send promotional emails about new services, special offers or other information which we think you may find interesting using the email address which you have provided.

Security

S.R.A VIRTUAL ADMINISTRATION SERVICES LIMITED

is registered in England and Wales under the company

registration number 11162602



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

How we use cookies

S.R.A Services uses first party cookies. These cookies are set by the site itself and can only be read by this site. We do not use third party cookies.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

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:

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- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by emailing us at **admin@srservices.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 email us as soon as possible at **admin@sraservices.co.uk**. We will promptly correct any information found to be incorrect.

Effective: 1st September 2018

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