

PRIVACY POLICY

Adept Property Services is a trading name of AAH Management Ltd., company no. 07985942. "The Company" refers to AAH Management Ltd. T/A Adept Property Services.

1. Upon booking a service with The Company, the following information is taken:
 - a. Customer name and contact address
 - b. Contact telephone number and email address
 - c. Booking location address (if different from (a.))
 - d. Any required property access information
 - e. Which services are required
2. The information, as detailed in (1), is the minimum information required to enable us to carry out our services, and invoicing, and is for the sole use of The Company and is NOT passed to any other persons or companies.
3. Any information held by The Company, either in electronic or hard copy format is only available to the Director, employees and representatives of The Company for use in carrying out their work. All information is held securely at our offices, or temporarily in hard copy format (or on an electronic mobile device) outside of our offices to enable appointments to be carried out.
4. To make changes to, or verbally check, information we currently hold about you please contact us by email or telephone.
5. Our standard method of communication, and report delivery, is via email, or by telephone for more urgent matters. If you would prefer a different method of communication to be used please inform us at time of booking.
6. Any debit or credit card information (provided to The Company for purposes of service payment) is processed instantly and not stored either in hard copy or electronic form by The Company. Payment processing is carried out by a secure and reputable third party, currently PayPal Business. If instant processing is not available the information will be temporarily stored in hard copy for processing as soon as possible. Once processing is successfully completed this information will be immediately and securely destroyed.
7. You have the right to request a copy of any information that we currently hold about you. In order to receive such information please send your contact details including address, and payment of £10 (cheque made payable to 'AAH Management Ltd.') to cover administration expenses, to the following address:

**Privacy
AAH Management Ltd.
Brayford
Newton Lane
Whiteparish
Salisbury
Wiltshire
SP5 2QQ**