

Privacy Policy

William G Search Limited (hereinafter referred to as "Search" or "us" or "we" or "our") is committed to preserving the privacy of all of its customers and visitors to its website at <http://www.wgsearch.co.uk> (the "Website"). The privacy policy set out below explains how Search uses and protects the information that is provided to it.

Unless the context otherwise requires, references to "you" or "your" within this privacy policy shall be a reference to you and/or your organisation. References to "Application Form" within this privacy policy shall be a reference to the standard forms used by Search (as may be amended from time to time without notice) to obtain information about you prior to commencing a trading relationship, such forms include a Credit Account Application, an Application to Trade and a Payment by Credit Card Application.

Search reserves the right to update and amend this privacy policy at any time without notice. You are responsible for reviewing the privacy policy on each occasion that you visit the Website, and if you continue to use the Website after amendments have been made then you are deemed to have accepted the amendments.

If you follow a link from the Website to a third party's website, this privacy policy will no longer apply. Search is not responsible for the information handling practices of any third party websites and recommends that you read the privacy policy specific to such websites.

By completing an Application Form or using the Website you agree to the collection, use and disclosure of your information by Search under the terms of this privacy policy.

1. Information About Us

Search is a company registered in England and Wales with Company Registration Number 407145, whose registered office is at Market Works, Whitehall Road, Leeds LS12 6EP. Please see the "Enquiries" page on the Website for full contact details.

Search is included in the Information Commissioner's Register of Data Controllers, with registration number: PZ5851237.

2. Collection of Information

If you complete an Application Form or order goods and/or services or hire goods from Search, Search will collect information from and about you.

Search may collect information about you when you contact us, whether by telephone, fax, email or post, and may also collect any information you submit via any online forms, message boards, forums, surveys or any other interactive sections that may be on the Website from time to time. Search may also collect information about your use of the Website and will use Cookies in the manner described below.

3. Use of Information by Search

If you complete an Application Form the information you provide will be used by Search to verify your identity, to process the relevant Application Form and to process any orders for goods and/or services or hire of goods received. We may also use the information provided to carry out credit reference searches (details of which are set out in section 4 below).

If Search approve your Credit Account Application and open a credit Account for you, Search will use the information provided to administer your Account.

Unless you have expressly asked us not to do so, Search may use information provided for marketing purposes, to undertake marketing analysis and to make general improvements to the Website and Search's products and services.

Search will keep your information secure by taking appropriate measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage. Search will retain your information for as long as it is needed for the purposes set out in this privacy policy or as otherwise required by law.

4. Credit Reference Searches

If you complete an Application Form and/or place an order with Search, we may make enquiries (and share information) with credit reference agencies and any other third parties we deem necessary. When a search is made with a credit reference agency they may provide both public information (including information from the electoral register and in relation to County Court judgments) and shared credit and fraud prevention information and a footprint may be placed on your credit file by them which can be seen by other companies and lenders. Search makes such enquiries, and shares information with credit reference agencies and other third parties, to verify the identity of you and/or any representatives that purport to act on your behalf, to assess an Application Form, to monitor and manage your Account (if any) and for the purposes of debt collection, tracing and fraud prevention.

5. Disclosure of information by Search to third parties

Search may share your information with credit reference agencies and other third parties (as described at section 4 above). Search may also share your information with any associated organisations or business partners of Search for administrative purposes and so that any information or goods or services you have requested can be provided.

Search may also share your information with any organisation which buys or is interested in buying our business or assets or to whom Search transfers its agreement with you and in the course of any negotiations which may or may not lead to such a transfer or sale.

Search may allow third party providers and contractors who supply goods or services to Search or who process information on behalf of Search incidental access to your information. In such circumstances, Search will endeavour to ensure that such third parties keep your information secure and do not use it for their own purposes.

Search will disclose any information provided if required to do so by law (such disclosure may be to enforcement authorities or to a third party in the context of actual or threatened legal proceedings) to the extent so required. Unless permitted or required to do so by law, Search will not otherwise share, sell or distribute any of the information provided to us by you without your consent.

6. Cookies

“Cookie” is the name of a message given by a web server to a web browser. The message is then stored by the web browser in a text file called “cookie.txt” and can be removed from your system at any time. Each time the web browser requests a page from the web server, this message is sent back. A cookie’s main objective is to identify users and personalise their visit by customising web pages for them, for example by welcoming them by name next time they visit the same website. Where we use cookies we will invite you to provide personal information such as your name, e-mail address and interests.

Search may use cookies to collect your information from the Website. However, Search will not collect any information about you except in accordance with this privacy policy and as required for the system administration of the Website server.

You can also set the preferences for most web browsers to automatically block Cookies.

7. Your Rights

You have the right to see any of the information Search holds about you on payment of a statutory fee (currently £10.00). You also have the right to correct any errors in the information Search holds about you; please inform Search of any changes you would like to be made to your details so that we can keep our records accurate and up to date.

You have the right to opt out of receiving any marketing material from Search or any third party at any time by sending a written request to us.

8. Further Information

If you have any queries about the information held by Search about you or would like to exercise the rights set out above at section 7, please contact us.