

Privacy Policy – Business Shuttle Limited

Business Shuttle Limited (“we”, “us” or “our”) is committed to protecting your right to privacy. This Privacy Policy covers our use of any personal data (as defined in the Data Protection Act 1998) you provide us with when enquiring about or using our Services.

This privacy policy together with our Terms and Conditions sets out the basis on which any personal data we collect from you will be used and/or processed by us.

For the purposes of the Data Protection Act 1998 (the “Act”), the Data Controller (as defined in the Act) in respect of your personal data is Business Shuttle Limited, a company incorporated under the laws of England and Wales (company number: 05971302) and whose registered address is at 15a Cargate Avenue, Aldershot, Hampshire, GU15 3EP. Business Shuttle Limited is listed in the Register of Data Controllers under the number Z1590340. This list can be accessed via the website located at www.ico.gov.uk.

What information do we collect about you?

We may collect, use and process the following data about you:

- * Personal details (such as your name, telephone number, mobile number and address) you provide to us when making enquiries about our services or use our services.
- * If you contact us, we may keep a record of that correspondence.

How do we store your personal data?

We will use strict organisational procedures, policies and security features to prevent unauthorised access and disclosure. We will keep your personal data on a secure server located in the United Kingdom. We will keep your personal data only for a reasonable time to enable us to use it for the purposes described in this privacy policy.

How do we use your personal data?

We use your personal data for the following purposes:

- * In aggregate form, for internal business purposes such as generating statistics and developing our strategic and marketing plans;
- * To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;
- * To carry out any contracts that may form between us;
- * To respond to any queries you make; and

* To notify you about changes to our service.

Who do we share information with and disclose information to?

We may disclose your personal data to any of the following:

* To any of our group companies;

* To any of our service providers or agents including (without limitation) those engaged by us to provide customer support or mailings, providers of prizes in any promotions that we may from time to time organise, database administrators engaged by us from time to time and partner charities;

* To other selected organisations to enable them to contact you or send you information by post, telephone or email regarding services, promotions or special offers which they may offer (if you have given your consent for us to do this when you submitted your personal data to us);

* In the event that we sell or buy any business or assets, we may disclose your personal data to the prospective seller or buyer of such business or assets; and

* If we are under a duty to disclose or share your personal data in order to comply with any legal obligation or governmental request, or in order to enforce or apply our Terms and Conditions, or to protect our rights, property or safety. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

In disclosing your personal data in any of the circumstances described above, we may need to send your personal data outside the European Economic Area (“EEA”) to a country whose laws may not provide adequate levels of protection to personal data.

When you submit your personal data to us, you are giving your consent to the use of your personal data in the manner described in this policy and to the transfer of your personal data outside the EEA to a country or territory whose laws may not necessarily provide adequate levels of protection to personal data.

Complaints

If you have any questions or complaints about how we use your personal data, then please email c.hillier@business-shuttle.co.uk.