



**STEP FOURTH**

## **Privacy Policy**

This privacy policy explains how Step Fourth or 'we' use any personal information we collect about you when you use this website.

### **What information do we collect about you?**

We collect information about you when you fill in a contact form or email us directly. We also collect information when you voluntarily comment on our blog posts, provide feedback or participate in competitions. Website usage information is collected using cookies.

The information we collect about you may include; your name, email address, address, phone number, IP address, location, company name, your chosen internet browser and service provider, and device plus any information you supply voluntarily.

If you email anyone at Step Fourth your email will be stored securely on our chosen email provider and may be shared within the Step Fourth team unless you have stated that the email is confidential. Note, everyone who works at Step Fourth has an email address ending in @stepfourth.uk for your security, never email someone at Step Fourth if they do not have this email alias.


If you have opted in to receive email updates from Step Fourth if we do not email you directly we distribute some of our emails through Mail Chimp. In either case our privacy policy applies.

### **Why we need your data**

We collect information about you to; fulfil your request e.g. if you fill out an enquiry or "request a call back" form we use this information to contact you directly, process your order, manage your account and, if you agree, to email you about other products, services, and information we think may be of interest to you. We may also contact you directly to follow up on the service and user experience we provide. We use your information collected from the website to personalise your repeat visits to our website. We will not pass on your personal information to third parties. If Step Fourth is ever sold to another company your contact information will be passed on to this new party.

We will take cautionary measure to ensure we do not collect any personal data from you we do not need in order to provide and oversee the above services to you.

stepfourth.uk 

0121 622 8222 

## **How long will we store your data?**

If Step Fourth provides any paid for services to you, we are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

## **Marketing**

We would like to send you updates and information about products and services of ours and other companies which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes or giving your information to other parties. If you no longer wish to be contacted for marketing purposes please email us at [enquiries@stepfourth.uk](mailto:enquiries@stepfourth.uk)

## **What are your rights?**

You have certain rights in respect of the data we hold relating to you/ Details of those rights can also be found on the Information Commissioner's Office website <https://ico.org.uk/>. You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the following address.

Email: [hello@stepfourth.uk](mailto:hello@stepfourth.uk)

Address: Step Fourth Limited, The Colmore Building, 20 Colmore Circus, Birmingham B4 6AT

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>

## **Other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page.

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

Telephone: 0121 622 8222

Email: [hello@stepfourth.uk](mailto:hello@stepfourth.uk)

Address: Step Fourth Limited, The Colmore Building, 20 Colmore Circus, Birmingham B4 6AT