This privacy document applies between you, the user of this booking agreement, and 2xllimos ltd. 2xllimosltd takes the privacy of your information seriously. This privacy policy applies to our use of all data collected by us the provider by you the relation to your use of the website.

Please read this policy carefully below.

**Data collected**

We may collect the following data, which includes personal data, from you.

-a name.

-Home Address

-Phone Numbers

-Service booking information. (Such as booking information including collection addresses, times required, etc)

**How we collect data**

We collected data in the following ways.

-information provided by yourself, via secure email platform, telephone call or face to face booking.

**Our use of data**

Any or all the above Data will be required in order for us to provide you with the best possible service and experience when booking with us. Specifically, Data may use for the following.

-Internal booking form information

-Record keeping of the job.

In each of these cases, in line with this policy.

We may use your data for the above data for the above purposes if we deem to require it. But is you do not feel satisfied, you have the right to object.

**Who we share data with**

We do not share data externally to third party marketing companies etc.

But we may share data internally with the following.

-Our employees

-Professional advisors.

**Keeping data secure**

We will use organised measures to safeguard your data as an example.

-Access to your data is only via your contact and requires security information which is sensitive to your booking with us.

-We securely store data in a locked safe away from unauthorised access.

Organizational measures which help deal with any suspected data breech are regulated by 2xllimosltd. But if you suspect any kind of misuse or loss or unauthorised access to your data, please let us know asap via our contact email being 2xllimos@gmail.com. Here then we can look into this and report it to ICO.

**Data retentions**

-Unless a longer retention period is necessary or permitted by the most recent law, we will only hold your data for up to 12 months after the service has been fulfilled via a secure organised method or until you request the data to be deleted.

**Your rights**

Data protection policy allows you to have the following rights.

Right to access – you hold the right to request copies of the information we hold at any point. When requesting for this information we will not charge you for this service.

Right to correct – You hold the right to have any information we must be corrected or complete if incomplete.

Right to erase – you have the right to delete or remove your data from our system. But if this information restricts the service to be carried out, the booking may be cancelled with a cancellation fee.

Right to restrict our use of your data provided – You have the right to block us from parts of your information provided – But if this blocks the information for the hire to proceed, the booking may be cancelled with a cancelation fee

Right to data portability – the right to request that we move, copy or transfer your data.

Right to object – the right to object – the right to object for our use of your data. But if this blocks the information for the hire to proceed, the booking may be cancelled with a cancelation fee.

If you would like to complete the above requests for your rights, please contact our main office 2xllimos@gmail.com where the company can deal with your request.

If you are not satisfied with the way the company deals with your request, you can then report this to the ICO (information commissioners Office)

It is Highley important the information we hold is in date and accurate. So please keep us informed of any changes. By contacting 2xllimos@gmail.com

**Changes of ownership and control**

-The company at some point may change in ownership, downsize, upsize and change the way we store data. In any case, if the way the data is stored is affected, you will be notified by a change in these policies. In the above cases we will ensure your data is always protected within accordance to this policy and any new regulations.

**If in any doubt about these policies, please contact our main support at** **2xllimos@gmail.com**