**Mounts Removals & Storage – Data protection & privacy policy**

It is the Policy of Mounts Removals & Storage that any personal data collected or processed is treated securely held and only used as outlined below.

By providing Mounts Removals & Storage with personal data you are consenting to its collection and use in line with this policy.

**Email communications**

All emails and email addresses will not be shared with a third party by Mounts Removals & Storage under any circumstances.

**Use of personal data**

It is the policy of Mounts Removals & Storage to hold personal data of persons using, or that have used, our services. We do not pass this information onto any other organisations, and we will not make unsolicited contact with you once our services and your payment of those services is complete.

**Transfer of data**

It is the policy of Mounts Removals & Storage not to transfer data to other organisations.

**To whom might we disclose your personal data?**

The only occasion in which Mounts Removals & Storage would consider passing on personal data would be in the event that the customer, whose data is in question, specifically asks us to do so (a recommendation) to a third party.

**Security**

No data transmission over the Internet is guaranteed 100% secure, but we do take appropriate steps to protect the security of your personal data. All paperwork is locked securely in our facility and is destroyed after an appropriate amount of time. All electronic, off-line, data is stored in our secure facility.

**Use of removable media**

Only devices approved by Mounts Removals & Storage are used in our offices and out in the field. This includes laptops and mobile phones. All customer information is deleted from "field" devices once the customer agrees that it is no longer necessary that the information needs to be stored.

**Changes to this policy**

The Mounts Removals & Storage privacy policy may be subject to change at any time, and it is advised that you may wish to check the policy on each occasion you visit our website.