

Privacy Notice

We are committed to protecting and respecting your privacy. This notice explains how, when and why we collect personal information and how we use it and keep it secure.

Who is collecting your data?

KWS is the trading name of The Roger Knight Partnership Ltd, registered in England, No: 2827140.

Our registered address Seebeck House, One Seebeck Place, Knowlhill, Milton Keynes and phone number is 01604 743671. For general enquiries, please email laura@wearekws.com

What information is being collected, when and why?

When you fill in the form on our website, we collect your name and email address so that we can reply to your enquiry. We store these details on our secure database for the length of time required to deal with the enquiry. If the enquiry leads to a business relationship, we keep your details to be able to provide our service to you. We do not add your details to a marketing database.

Who will it be shared with?

We will not share, sell or rent your data to any third parties. We will not share your information with third parties for marketing purposes.

How do we store your data?

We store all information on our secure database that is password protected, which is backed up to an encrypted, password protected cloud storage system.

How long will your data be kept for?

The data will be kept securely until you notify us that you no longer wish to receive our communications, or after 2 years from your last contact with us, whichever is sooner.

How you can access and update your information

You are able to view the data we hold on you at any time by contacting Laura on 01604 743671 or laura@wearekws.com

We are committed to ensuring the accuracy of your information, and regularly check the details we have are correct. If you change any details that we hold, please notify us by either phone on 01604 743671, email laura@wearekws.com

Your choices

If you would like us to delete all your contact information or complain about communications from us, please contact Laura at laura@wearekws.com or on 01604 743671.

If you think that we have misused your data, you can also complain to the [Information Commissioner's Office](#) at any time.