**Data Protection & Privacy Information for the website of Ridgeway Storage Ltd.**

**Compiled by Malcolm Rankin, 12th September 2019**

**Thank you for storing with us at Ridgeway Storage Ltd.**

We specialise in the secure storage of caravans, motorhomes, boats, cars and trailers as well as being home to a large number of containers for the storage of personal and commercial goods.

We are **Ridgeway Storage Ltd.** (we/us in this statement), a private limited company registered in England at The Ridgeway, Malvern Road, Powick, Worcester, WR2 4SN. Our Registered Company Number is 07063498.

**We want you to know** that we also take our responsibility to protect your personal data very seriously.

If you store with us we will need to keep certain information about you in our office records i.e.

* Your name
* Your address
* Your telephone number(s)
* Your email address(es)

**We need this information** so that we can:

 \* Fulfil our legal obligations to be aware of who is using our premises …. and for what purpose

 \* Issue accurate correspondence and invoicing from us to you

 \* Provide you knowledgeably and accurately with the services which you are expecting from us

 \* Inform you of other services available on site which are complimentary to our storage facilities

 \* Notify you of any changes to the services provided by us which may affect you

 \* Provide any required supporting information in the event of any insurance claim

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**You need to know that:**

* We do not share your data which we hold with *anyone* whatsoever unless we are asked to co-operate

and comply with an authorised and relevant legal authority to report or assist with the prevention

 and/or detection of criminal/illegal activity

* We gain our data only directly from you. We don’t use any other source of information
* Once you have finished storing with us we retain your data for 3 months in case any follow-up

correspondence/contact is necessary. After this period your details are deleted in our records

* You have the right to request access to the information which we hold about you in order to verify that

 it is correct or to make amendments of your choosing

**Protection of your payment details**:

We accept payment by debit/credit card over the phone or face-to-face at our office.

We do not accept online payments by debit/credit card and card payments here are not linked to the internet.

We do not retain your debit/credit card details unless you actively instruct us so to do.

All card payment slips retained by us are kept securely under lock and key.

We comply annually with the Payment Card Industry Data Security Standard (PCI DSS) and our current

Certificate of Compliance is available for inspection at our office.

**Our contact details:** If there is anything in this statement which is not clear please contact us ………….

**Ridgeway Storage Ltd., Malvern Road, Powick, Worcester, WR2 4SN**

**Tel: 01905 830 745 or 07990 537 408**

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| **Email: office@ridgewaystorage.co.uk** |