*We only collect information which is necessary, relevant and adequate for the purpose you are providing it for.*

The information we collect includes some or all of the following:

1. Name (including title)
2. Address/Place of work
3. Phone numbers

4. Email address
5. The dates you have used our services
6. Details of any transactions between you and us

We do not retain personal information in an identifiable format for longer than is necessary.