



**BIRCH VISAS LTD**

## **PRIVACY POLICY STATEMENT 21 December 2020**

Birch Visas Ltd (hereafter referred to as “the company” “us” “we” or “our”) will collect and record personal information for the purpose of providing our service. The majority of this information will be of a general nature but occasionally we may need you to provide information of a sensitive nature. This document informs you of our policies regarding the collection, use and disclosure of personal information we receive. We use your personal information only for providing the service you request and that information will at all times be handled and safeguarded in compliance with General Data Protection Regulations.

### **Information Collection and Use**

While using our service we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your: name, contact details, travel plans, payment details. We will only collect and record personally identifiable information which you provide and in providing it you consent to our use of that information, we also have a lawful basis for processing such personal data in order to perform our contract with you. We will never approach any third party for personally identifiable information about you.

### **If you fail to provide personal data**

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

### **Log Data**

We do not collect or record any information that your browser sends when you visit our website.

### **Communications**

We may use your personal information to contact you only for the purpose of progressing your application. We will not contact you with newsletters or marketing and promotional materials.

### **Cookie Policy**

When using a web browser, a small amount of data called a cookie, may be stored and may include an anonymous unique identifier. These cookies are sent to your browser from a website and stored on your computer’s hard drive to enhance the browsing experience.

The birchvisas.co.uk public website uses cookies for security purposes only. Specifically: to identify individual web-visitors behind a shared internet address in order to apply security settings for those individual web-visitors. Birch Visas Ltd do not use cookies for advertising purposes.

The Birch Visas private login/dashboard section of the website for Birch Visas employees only, uses cookies to store log-in information of employees (full name, login email address, contact email address, contact phone number and a bcrypt hashed password) to ensure the user is legitimate and to verify the user should have access to the secure server.

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## **Security**

The security of your personal information is important to us, but no method of transmission over the internet, or method of electronic storage, is completely secure. We use commercially available means to protect your information.

## **Disclosure**

We will never disclose your personally identifiable information to any third party other than one directly involved in providing the visa or passport you have engaged us to obtain.

## **Changes to this privacy policy**

We reserve the right to update or change our privacy policy at any time. You should check this privacy policy periodically. If we make any material changes to this privacy policy, we will notify you by placing a prominent notice on our website.

## **Contact us**

If you have any questions about this privacy policy, please contact us.