

We may communicate with you in person, by phone, email and mail, except where you have expressed a preference not to be contacted in a specific way and your data will be used for the following purposes:

- Notification of working hours during holiday periods
- the promotion of benefits and services

The Data Protection Act gives you the right to request that your data is not used for any of the above purposes. If you do not wish your personal details to be used for any or all of the above purposes, you can change your communications preferences at any time.

If you do not wish your personal details to be held by us we will remove your address and contact details from your record. To do this, please write to J Sanders and Son, Newlands Cottage, Heathfield, Tavistock, Devon. PL19 0LE or email enquiries@jsandersandson.co.uk

Under the Data Protection Act you have the right to be told whether information exists about you, and the right to receive the information.