

# Privacy Policy

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Personally identifiable information: This information is collected if a purchase is made. This information may be used to contact the inquiring party.

No lists are sold to third parties: No third party marketers are used.

Log files: Web sites maintain log files of web activity. It is used to compile statistics and troubleshooting. The logs may be used for network issues and law enforcement

**We don't install any tracking software on your computer.**

**.We don't have access to personally identifiable information unless you explicitly provide it to us.**

For example, if you ask us to send an email on your behalf, we will use the email addresses in order to deliver that message. We will not share this information, and it will be removed from our system automatically after a short period. We do not have access to other personal information.

**We do have access to a certain amount of non-personally identifying information about you.**

All web sites, receive information such as which web page you came from and your general geographic location.

We provide analytics to help website owners better understand their visitors. For example, we use a randomly generated ID assigned to each web browser to tell a website publisher how many people are sharing content.

Personal information that you provide to ASHTRANS will be used only for the service you have requested.

ASHTRANS does not sell, rent or lease personal data. We do not purchase or otherwise obtain data from other sources.

## **Organizational Privacy Policy**

We collect as little personal information as possible.

## **Communications**

Emails received through [info@ashtrans.eu](mailto:info@ashtrans.eu) are reviewed by one staff member and sent onwards when necessary to other staff members. Similarly, emails sent to our other general addresses, are reviewed and deleted as quickly as possible.

Information we receive by post is collected by one staff member, reviewed, and sent onwards when necessary to other staff members. We do not disclose the names of senders to third parties, and we endeavor to keep files secure. When the content of messages is shared with others outside of ASHTRANS, e.g. with our trustees, advisory board, judging panels, etc., we de-identify the messages as much as possible.

We run a limited number of mailing lists, and the membership of the mailing lists are kept confidential, though this information is shared with our mail service providers for the purpose of list-management.

We do not have a back-up policy for our communications. Each employee, as he or she sees fit, may retain the content of specific communications the he or she receives and sends, but we endeavor to keep this information stored securely

We do not solicit information on political and religious beliefs or medical information. When such sensitive personal information is received through our email or postal address we delete or anonymize this information as soon as possible.

Telephone calls received on our number are serviced by BT and are beyond our control. As a result, the traffic data for these calls may be retained in accordance with various laws and a voluntary code of practice for the retention of communications data. Voice-mail messages left on that number are stored locally. Our practice is to delete these messages as soon as possible.

## **Cookies Policy**

We do not use cookies.