

Data protection



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Box-It treats its responsibilities seriously under the Data Protection Act 1998. Confidentiality is at the heart of our business. And the discretion we adopt in the area of data protection gives our clients added peace of mind.

We seek to meet the requirements of the 7th Data Protection Principle that states the following:

"Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss of, or damage to, personal data"

Box-It recognises that a client depositing boxed archive has an expectation of confidentiality. Box-It will at all times take all reasonable measures to ensure that access to the archive is only at the written request of the client.

Box-It ensures that personal information held for the running of its business is retained for that purpose only and when no longer relevant to the business will be destroyed in compliance with the Data Protection Act.

Box-It Data Protection Policy

Box-It collects and securely stores personal information provided by its clients and employees. This is a statement of how we handle that data. Other businesses may refer to this kind of statement as a **privacy policy**.

The collected information is not made available to other organisations or companies except with your express consent. It may be used by Box-It in the following ways:

- To mail or email you with information related to our products or services;
- To contact you in the event of a query arising from a transaction;
- To use as market research data, that is not personally identifiable, to help us improve our products and services.

The accuracy of your personal details depends on the accuracy of the information you provide. We do not verify personal information. Box-It is not responsible for errors or problems that arise as a result of inaccurate information provided by you.

If you wish to opt out of receiving further information from Box-It or you wish to change your details please contact us at **sales@boxit.co.uk** with your name, email address, postcode and details of your request.

If you have any comments or questions about our Data Protection Policy, please e-mail us at the above address.