



## Privacy Statement

This privacy statement applies to personal information collected on [www.ottoenterpriseslimited.com](http://www.ottoenterpriseslimited.com).

We collect personal information from you, including information about your:

- Name
- Contact information
- Location
- Computer or network
- Interactions with us

We collect your personal information in order to:

- Answer enquiries and information requests
- Comply with Inland Revenue requirements
- Provide statistics relating to customer information

Besides our staff, we share this information with:

- Inland Revenue in order to comply with sales and valuations

Providing some information is optional. If you choose not to advise your name, we'll:

- Be unable to undertake any service requests, or
- Keep in regular contact.

We keep the personal information we hold safe by storing in cloud-based packages such as Xero and only allowing authorised staff access to it.

We keep people's personal information for two years, at which point we securely destroy it by securely erasing digitally.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at **ottoenterprises2@gmail.com**, or **027-207-8833** or via our **contact page** on our website.