

Swift Office Cleaning Services (Hounslow) Limited

Website Terms of Use

1. These terms of Use (the "Terms") govern the use of www.swift-cleaning.co.uk (the "Site") This Site is owned and operated by Swift Office Cleaning Services (Hounslow) Limited. Our Terms of Use should be read in conjunction with our Privacy and Cookie Policy.
2. By using this Site, you indicate that you have read and understand these Terms of Use and agree to abide by them. If you do not agree do not use our Site.
3. **Data Protection**
4. Swift Office Cleaning Services will not collect any personally identifiable information (name, address, telephone and email) unless you provide it to us. Please do not submit any personal data you do not want to be collected.
5. Any data you provide will be placed on our database and processed for marketing purposes. We may also disclose your data to third parties, such as sub-contractors, for the provision of our services. Some information we collect may not be personally identifiable such as the type of internet browser, computer system, the domain name of the website used to link to our site.
6. **Intellectual Property**
7. All content published and made available on our Site is the property of Swift Office Cleaning (Hounslow) Limited and the Site's creators. This includes, but is not limited to images, text, logos, documents, downloadable files and anything that contributes to the composition of our Site. You shall not use, copy, reproduce, publish or modify any content on our Site without our express permission.
8. Any material you provide to our Site you permit us to use free of charge in any media for our marketing, promotional and internal business purposes which may include providing to certain third-party partners, service providers, sub-contractors and social media.
9. Any content you provide to our Site:
 - a) Must be free of any virus or code that could damage or adversely affect the operation of our Site.
 - b) Must be your original work or work you have authorisation to provide.
 - c) Must not contain abusive, illegal, immoral, anti-social or misleading content or bring us into disrepute.
10. **Access**
11. You are responsible for ensuring your computer system is compatible with our Site. We cannot guarantee that our Site will be virus-free or free from other contaminating properties. You must implement your own virus checks to ensure the safety and reliability of data input and output.
12. If you are provided with a password, you must treat this as confidential and must not disclose it to any third party. We have the right to remove any password or identifier if you fail to comply with these Terms.

13. We may at our discretion remove or modify features on our Site without notice. We will not be liable to you or any third party for the removal or modification of our Site or a service available via our Site.

14. Responsibility

15. No information may be used for immoral, unlawful or anti-social purposes or in a manner which may be damaging or bring us into disrepute.

16. Accounts

17. "Account" refers to an account required to access and/or use certain areas and features of our Site.
18. When you create an account on our Site, you agree to the following:
- a. You are solely responsible for your account and the security and privacy of your account, including passwords or sensitive information attached to that account and
 - b. All personal information you provide to us through your account is up-to-date, accurate and truthful and you will update your personal information if it changes.
19. We reserve the right to suspend or terminate your account if you are using our Site illegally or if you violate these Terms.

20. Third-Party Goods and Services

21. Our Site may offer goods and services from third parties. We are not responsible for the goods, services, content, policies or practices available on or from a third-party website. It is your responsibility to read the terms and conditions and privacy policies of third-party websites before using these Sites.

22. Limitation of Liability

23. Whilst Swift Office Cleaning checks that the contents of this Site are accurate and up to date, it cannot accept any liability for any information which may not be accurate. Swift Office Cleaning Services (Hounslow) Limited and our directors, officers, agents, employees, subsidiaries, and affiliates will not be liable for any actions, claims, losses, damages, liabilities and expenses including legal fees from your use of the Site.
24. We shall not be liable for any losses due to us not keeping our obligations or contract, something we have done or not done in negligence, a statement which injures the reputation of another or liability for a product or otherwise because of:
- a) use of, or inability to use, our Site.
 - b) any missing information, mistake, fault or failure.
 - c) any virus on our Site.
 - d) incidents outside our control.
 - e) access to our records, programs or services without our permission.
 - f) services, goods or information received through any website linked to our Site.

25. Applicable Law

26. These Terms of Use are governed by the laws of England and Wales. If at any time any of the provisions outlined in these Terms and Conditions are found to be inconsistent or invalid under applicable law those provisions will be deemed void and will be removed from these Terms. All other provisions will not be affected by the removal and the rest of these Terms will still be considered valid.

27. Changes

28. We reserve the right to change these Terms of Use from time to time without prior notice by changing them on our Site.

29. Contact details

30. Please contact us if you have any questions or concerns. Our contact details are as follows:

31. Mr D Gazdic, Operations Director, Swift Office Cleaning Services (Hounslow) Limited, 439 Great West Road, Hounslow, Middlesex, TW5 0BY. Tel: 0208 577 3200

You can also contact us through the feedback form available on our Site.

Signed and approved J Wright Date March 2023

John Wright

Managing Director