

## Privacy Policy: Website Visitors

This notice describes how we collect and use your data when you visit our website.

### Here is our policy in summary...

- We do not share any personal information we collect on you with any other organisations or individuals.
- We keep all information you provide to us, no matter how or why you provide it, completely confidential.
- Only those employees and contractors we specifically employ with relevant business duties may access personal information, and only to perform their duties. They are strictly prohibited from any other use.
- No personal information will be provided to any third party, except of course in the unusual event should we be required to do so by law.
- By using any of the forms on our website, you implicitly agree to be bound by our privacy policy and legal disclaimer.
- We will not contact you for marketing purposes by email or other messaging service unless you have given your prior consent.
- Whilst we take all reasonable precautions to protect any personal data users may input via this website we cannot be responsible for and therefore exclude all liability for loss or misuse of personal data which is intercepted or otherwise accessed by unauthorised persons.
- We comply with the General Data Protection Regulation (GDPR), the Data Protection Act and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation')
- You have the right to ask us for a copy of your personal data and have the right to amend or delete the data.

### How we may collect your personal data

We obtain information about you when you use our website (in the form of cookies), when you use the enquiry form or or complete our booking request form.

### The kind of information we hold about you

The personal information we collect might include the following:

- Identity Data – your first and last name.
- Contact Data – your address, email address and phone number.
- Technical Data – your IP address, and information regarding what pages are accessed and when.
- Marketing Data – your marketing preferences with us.

## **How we use personal data we hold about you**

Information that is collected may be used in the following ways:

- Reply to enquires that have been sent using our enquires contact form.
- Items that maybe of interest such as changes in legislation or business advice.
- Completing any obligations we may have (legal or otherwise) with the information you have provided.

## **Data sharing**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may pass your information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to send you mailings).

All of our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. We only permit our third-party service providers to process your personal data for specified purposes and in accordance with our instructions.

## **Transferring your information outside the European Economic Area (EEA)**

Third parties to whom we disclose such personal data may be located outside of the European Economic Area (EEA). We will only disclose client personal data to a third party (including a third party outside of the EEA) provided that the transfer is undertaken in compliance with the data protection regulations.

## **Data security**

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Rights of access, correction, erasure and restriction**

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

## **How we use personal data we hold about you**

Information that is collected may be used in the following ways:

- Reply to enquires that have been sent using our enquires contact form.
- Items that maybe of interest such as changes in legislation or business advice.
- Completing any obligations we may have (legal or otherwise) with the information you have provided.

## **Data sharing**

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

We may pass your information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to send you mailings).

All of our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. We only permit our third-party service providers to process your personal data for specified purposes and in accordance with our instructions.

## **Transferring your information outside the European Economic Area (EEA)**

Third parties to whom we disclose such personal data may be located outside of the European Economic Area (EEA). We will only disclose client personal data to a third party (including a third party outside of the EEA) provided that the transfer is undertaken in compliance with the data protection regulations.

## **Data security**

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Rights of access, correction, erasure and restriction**

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

