

# **PRIVACY POLICY**

## **Our privacy policy is simple...**

- We obtain your personal information only from you, or from public records.
- 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.
- Any such third parties and contractors will be bound by the General Data Protection Regulations, as Data Processors acting on our/your behalf.
- We endeavour to keep your data safe and secure at all times.
- No personal information will be provided to any third party, except as we are required to do so by law.
- We comply with the General Data Protection Regulations and its requirements and process data under the lawful basis of any of the following 4 categories: contract, consent, legal obligation and legitimate interest.
- We will retain your data until 7 years after cessation of contact with you.
- We will safely remove/destroy your data once we have passed the retention period.
- You have the right to ask us for a copy of your personal data and have the right to amend or delete the data (subject to any overriding legal retention periods, taking precedence).
- If you have a complaint regarding the use of your personal data, you should contact us at our registered office. We will do our best to help you.
- If your complaint is not resolved to your satisfaction, you may make a formal complaint to the Information Commissioners Office.

## **Cookies and tracking**

To improve the overall experience of visiting our website, we use a server-based log to collect anonymous information about our website visitors. This data is only used to generate statistical charts and will not be used in any other way.

## **Use of Cookies on our website**

By using this site, you have given us consent to use cookies.

Cookies are small text files that are stored on your computer when you visit a website. They are mainly used as a way of improving the website functionalities or to provide more advanced statistical data.

## **Google Analytics**

Our website uses Google Analytics which relies on cookies to generate more advanced visitor charts and data mining reports. Similarly, to our server-based logs, Google Analytics collects anonymous information that will not be used to identify our website visitors.

## **Controlling Cookies**

Your web browser (the software you use to access our website) should allow you to control the cookies that it stores on your computer. Please refer to the relevant supplier's website to find out more.

If you feel that this site is not following its stated information policy, you may contact us by phone, email or post.

## **Changes to this policy**

We will post any changes to this policy on our website. Those changes will then apply to any future use by you of our website or services.