

Verve Planning Limited is committed to respecting and protecting your privacy.

This Privacy Policy sets out how we collect personal information about you, how we use the information and how we protect your privacy.

This Privacy Policy is effective from 24 May 2018. We may amend it from time to time at our discretion. Any changes we make to our Privacy Policy will be posted on our website.

Website

Visitors to our website

By using this website you are consenting to this Privacy Policy.

You do not have to submit any personal information in order to use the website. We do not make any attempt to find out the identities of those visiting our website. We do not use cookies.

The website allows visitors to contact Verve Planning via email.

Accuracy and liability

We do not provide any guarantee to the accuracy of the information on our website. Use of any information or materials found on this website is entirely at your own risk for which we shall not be liable.

Copyright

The content of this website is protected by copyright ©Verve Planning Limited 2017. You may download and print extracts from this website but you must not sell or republish our content without our written permission.

Other means of collection

We may collect personal information from you by telephone, face to face, email, text, social media or other written correspondence. By providing us with personal information you are consenting to this Privacy Policy.

In addition to any information you have provided to us, we may also obtain personal information about you from social media, corporate websites, referrals from our existing clients, our business partners and our professional advisors.

PRIVACY POLICY

Disclosure to third parties

We require personal information about you to provide you with a professional service and for our internal record keeping.

We will only disclose your personal information to our existing clients, our business partners, our professional advisors, local authorities, government bodies, law enforcement agencies and successors in title to our business to the extent necessary to perform their functions.

We may disclose your personal information to a relevant authority if we are obliged to do so, or if you are in breach of our Terms and Conditions.

Security

We have in place reasonable commercial standards of technology to protect personal information about you.

We scan emails sent to us for viruses or malicious software. We cannot guarantee the security of data sent between us over the internet.

Timescales

We will only keep your personal information for as long as necessary, where it is relevant to the purpose for whereby it was originally collected.

We are legally required to hold some types of personal information for certain prescribed periods to fulfil our statutory obligations. However we reserve the right to retain certain details for longer periods if it is lawful and we have a legitimate interest to do so.

Access to personal information

You can find out if we hold any personal information about you by contacting us. You can ask us to destroy any personal information that we hold about you at any time.

Contact us

If you have any requests concerning your personal information or any queries regarding this Privacy Policy please contact us at

info@verveplanning.com