



# Privacy Policy

This notice describes how we collect and use your data, whether captured via our website or directly for you.

## Summary of policy:

- ✓ All information you provide to us is kept completely confidential
- ✓ We do not share any personal information we collect with any other organisations or individuals without prior consent
- ✓ Only employees with relevant business duties may access personal information, and only to perform their duties. Where, with your consent, we are required to share your information to third party service providers, your information will be used/stored inline with their own policies.
- ✓ By using any of the forms on our website, you agree to the terms within our privacy policy
- ✓ We will not contact you for marketing purposes by email or other channels unless you have given prior consent
- ✓ We take all reasonable steps to mitigate against the data you input to our website being intercepted by unauthorised parties, however, this cannot be guaranteed and as such we take no liability for loss or misuse.
- ✓ We comply with the General Data Protection Regulation (GDPR), the Data Protection Act and any other national implementing laws, regulations, and secondary legislation

## How we collect data & the data we store

When using our enquiry form, we will obtain data about you (in the form of Cookies).

The personal information we collect includes:

- ✓ Contact information
- ✓ Employment information
- ✓ Identity
- ✓ Technical
- ✓ Marketing preference



## Data security

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

We may pass your information to our third-party service provider if required for the purposes of completing tasks and providing services to you on our behalf.

All our third-party service providers are required to take reasonable and appropriate security measures to protect your personal data, in line with their own policies and those set out within the General Data Protection Regulation (GDPR), the Data Protection Act and any other national implementing laws, regulations, and secondary legislation.

It is important that the personal data we hold about you is accurate, should your personal information change, please notify us.