

Privacy and Cookie Policy

Galleria Associates is committed to respecting your rights as a data subject and protecting your data. This Privacy Notice outlines how we collect, use, and safeguard your information when you visit our website or interact with us in any other way.

Who we are

Galleria Associates is the Controller of the personal information you provide to us.

Information we collect

When you sign up for any of our services or interact with us, we may collect personal information such as your name, contact details, job title, and company details. At times such data may be passed on to us by third parties.

Please note that we do not collect any special categories of personal data. This includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic or biometric data.

Usage Data

We may collect information on how you interact with our website or use our software, such as pages visited, features used, your feedback, and other usage statistics.

We use the information we collect to:

- Provide and improve our services
- Communicate with you about our services, updates, news, and offers
- Analyse usage trends and enhance the user experience
- Ensure the security and integrity of our systems

Legal bases for processing

We mainly process your data based on the contract with you as the data subject as we provide the requested services to you. We may additionally process certain data for our legitimate interests. You can object to any processing based on our legitimate interest and we will comply with such requests to the extent that we do not have an overriding legitimate interest or a legal obligation to continue processing such data. If consent is required for processing data, we will ask for it and you always have the right to revoke any consent.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Data security

We take the security of your information seriously and to mitigate any risks, we strictly only collect data that is necessary to achieve the aims described in this Notice. For any data that we do collect, we employ industry-standard measures to protect it from unauthorised access, alteration, or disclosure. We do not sell, distribute, or lease your personal information to third parties.

Links to other websites (disclaimer)

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Data retention

We retain your personal data only for as long as it is necessary for the purposes it was collected for or until the legal basis for processing such data lapses. For certain data, such as accounting or AML data, we may be under a legal obligation to retain data for a certain period, in which case we will only hold it for the purpose of meeting that legal obligation.

Your choices

You are provided with a number of different rights under the data protection laws in relation to your personal information. These allow you:

- to access your information
- to request we correct your information
- to request that we erase your information
- to object to the processing of your information
- to request a restriction in the processing of your information
- to request a transfer of your information
- to withdraw your consent.

If you wish to exercise any of these rights, please write to info@galleria-associates.co.uk. Please note that you will not have to pay a fee to access your personal information or to exercise any of the other rights. We may, however, charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive or we may refuse to deal with your request. We may also need to seek further information from you to confirm your identity before we release any personal information. This does not affect your right to make a complaint.

If you believe that any information, we are holding on you is incorrect or incomplete, please write to us as soon as possible, at the business address or email us at info@galleria-associates.co.uk. We will promptly correct any information found to be incorrect.

Updates to this Notice

We may update this Privacy Notice from time to time. Any changes will be posted on this page, and the date of the last update will be revised accordingly.

Contact us

If you have any questions or concerns about this Privacy Notice or our data practices, please contact our Privacy Compliance Officer at Jay@galleria-associates.co.uk.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Their contact details can be found on <https://ico.org.uk>.

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