

Privacy Policy

This Privacy Policy is for the benefit of visitors to our website. It will tell you how we look after your personal data. Your privacy is important to us.

If you are a client of ours (or you become one) you will receive more detailed information about the personal information you provide us with as part of our engagement process.

If you contact us because you are interested in working for us then please click here [[LINK](#)] to privacy information for those who want to work for you].

The information we collect about you

Our website collects your IP address and passes this information to [[Google Analytics](#)] so that we can monitor how our website is being used. Google uses your IP address in order to provide us with general information about use of our website and also to enable it to personalise advertisements on its own advertising network. Google may share this information with other Google services. The data we receive from [[Google Analytics](#)] allows us to make improvements to our website.

How we use your personal information

We use the data you provide to us through this website to monitor trends by using analytics tools produced by [[Google](#)] which enable us to monitor how our website is being used so that we can operate our business more effectively.

Reasons for processing your personal information

Collecting your IP address and passing this to [[Google Analytics](#)] so that we can improve our website is in our “legitimate interests”. This is the “lawful basis” we rely on under the data protection legislation to process this personal information.

Transfer of personal data

We will not actively send your data outside the EU but [[Google](#)] may do this. [[Google](#)] subscribes to the EU-US Privacy Shield framework which means that it has agreed to work with the appropriate regulatory authorities to resolve any complaints regarding the transfer of personal data where these complaints cannot be resolved directly. Organisations subscribing to the EU-US Privacy Shield framework (eg. Gmail, Dropbox, Mailchimp) are considered to be permitted destinations for personal data by the EU.

How long we keep personal data

We will retain your IP address for 90 days after which time it is automatically removed.

Questions and concerns

If you have any questions or concerns about our use of your personal information, please let us know by sending an email to [[LINK to contact details](#)]. You may raise any concerns or obtain more information from the Information Commissioner’s Office (ICO) (<https://ico.org.uk/concerns/>).

Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These rights are as follows:

Right to request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Right to request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Right to request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it or you have successfully exercised your right to object to processing (see below). Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.