

# Privacy Policy – BCL Website

*At Berkshire Consultancy Limited, we're committed to protecting and respecting your privacy.*

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We will keep this Policy up to date with current legislation.

Any questions regarding this Policy and our privacy practices should be sent by email to [adam.smith@berkshire.co.uk](mailto:adam.smith@berkshire.co.uk) or by writing to Adam Smith, The Coach House, Woods Farm, Easthampstead Road, Wokingham, Berkshire, RG40 3AE. Alternatively, you can telephone +44 (0)118 979 8043

## How do we collect information from you?

We obtain information about you when you contact us about our services.

## What type of information is collected from you?

The only personal information we collect would include our contact or relevant interested employee name and email addresses. All other information would relate to Corporate Body being represented.

## How is your information used?

We may use your information to:

- carry out our obligations arising from any contracts entered by your company and ourselves;
- seek individual feedback or endorsements on the services we provided;
- notify your company through our contacts of changes to our services;
- send our contacts communications which they have requested and that may be of interest;
- activities or promotions of our services.

We review our retention periods for personal information on a regular basis. We will hold any personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract held with us.

## Who has access to your information?

We do not sell or rent your information to third parties.

We do not share your information with third parties for marketing purposes.

**Third Party Service Providers working on our behalf:** We may pass your information to our Associate Consultants for the purposes of completing tasks and providing services to you. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties beyond our Network for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

**Third Party Product Providers we work in association with:** We work closely with various third-party Associate Consultants. When we use a third party, they will only use personal contact details to provide you with information and carry out their obligations arising from any contracts you have entered into with us.

We may transfer your personal information to a third party as part of a sale of some or all of our business to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our clients. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

## Your choices

You have a choice about whether or not you wish to receive information from us. If you do not want to receive any communications from us about the project, just let us know and we will no longer contact you. We will not contact you for marketing purposes by email, phone or text message.

## How you can access and update your information

The accuracy our contact information is important to us, so if you change email address, or any of the other information we hold please email us at: [adam.smith@berkshire.co.uk](mailto:adam.smith@berkshire.co.uk), or write to us at: The Coach House, Woods Farm, Easthampstead Road, Wokingham, Berkshire, RG40 3AE. Alternatively, you can telephone +44 (0)118 979 8043.

You have the right to ask for a copy of the information Berkshire Consultancy Ltd holds about you.

## Security precautions in place to protect the loss, misuse or alteration of your information

When you give us personal information, we take steps to ensure that it's treated securely. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

## Profiling

We will not analyse your personal information to create a profile of your interests and preferences. We may only use your personal information to detect and reduce fraud and credit risk.

## Use of 'cookies'

Unlike many other websites, the Berkshire Consultancy website does not use cookies, so no information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit.

## Links to other websites

Our website does not contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the policy of that third-party site.

## Transferring your information outside of Europe

As part of the services offered to you through this website, the information which you provide to us will not be transferred to countries outside the European Union ("EU").

## Website recording

Our web site does not use the SessionCam web site recording service.

## Review of this Policy

We keep this Policy under regular review. This Policy was last updated in May 2018.