

Privacy Policy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

(1) What information do we collect?

We may collect, store and use the following kinds of personal data:

- (a) information about your computer and about your visits to and use of this website (including [your IP address, geographical location, browser type, referral source, length of visit and number of page views]).
- (b) information that you provide to us for the purpose of registering with us.
- (c) information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters.
- (d) any other information that you choose to send to us.

(2) Cookies

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>.

(3) Using your personal data

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

- (a) send to you [our newsletter and other] marketing communications relating to our business [or the businesses of carefully-selected third parties] which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications).
- (b) deal with enquiries and complaints made by or about you relating to the website.

(4) Disclosures

We may disclose information about you to [any of our employees, officers, agents, suppliers or subcontractors] in so far as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose information about you:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and

Except as provided in this privacy policy, we will not provide your information to third parties.

(5) Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

[We will store all the personal information you provide on our secure (password- and firewall- protected) servers. All electronic transactions you make to or receive from us will be encrypted [using SSL technology].]

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

[You are responsible for keeping your password and user details confidential. We will not ask you for your password.]

(6) Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

[We may also notify you of changes to our privacy policy by email.]

(7) Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of a fee (currently fixed at £10.00).

You may instruct us not to process your personal data for marketing purposes by email at any time. (In practice, you will usually either expressly agree in advance to our use of your personal data for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal data for marketing purposes.)

(8) Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

(9) Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

(10) Contact

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to enquiries@ashbournemanagement.co.uk.

(11) Data controller

Ashbourne Management Services Ltd

Registered address:

Regus Centre,
Central Boulevard,
Blythe Valley Park,
B90 8AG.

You can contact us by email to enquiries@ashbournemanagement.co.uk.

This website privacy policy is based on a template
created by Template-contracts.co.uk
and distributed by Website-law.co.uk