

PRIVACY AND COOKIE POLICY

Beaumont Watson Consulting Limited (“we”, “us” or “our”) is committed to protecting your privacy when you use our services or website. In this policy, we explain how and why we collect your information, what we do with it and what controls you have over our use of it.

From time to time, we add or change functions, features or products to our website or add or change services. This, and our commitment to protecting the privacy of your personal information, may result in periodic changes to this Privacy Policy.

Your privacy is of the greatest importance to us and we will never release your personal information to any outside company for mailing or marketing purposes.

Before you submit any personal data to us via this website please ensure you have read and understood this Privacy Policy. If you have any questions relating to this privacy policy please contact: shelley@beaumont-watson.com

What personal data do we collect and how do we use it?

Data you provide to us:

We collect and process information about you in order to respond to a request by you for us to contact you and to provide the products, services or information that you have requested, wish to buy or use.

Such information could include: your name, e-mail address, postal address and telephone number.

We will use the information you have provided to fulfil our contractual obligations in relation to providing the goods or services you have requested or where no contract exists, our legitimate business interests in providing you with information you have requested. We may also need to process information about you to comply with a legal or statutory obligation or to exercise or defend legal claims.

We will also send you details of our products, services or information that we believe may be of interest to you where you have “opted in” to receiving such information from us. If at any time you do not wish to receive this information, please email us at shelley@beaumont-watson.com

We will not share, sell or rent your personal information to third parties, other than in the case of sale of the company.

You are under no obligation to provide any information, but if you do not then we may not be able to provide you with certain services or personalise your experience and tailor our services for you.

Cookies

Cookies are small text files containing information sent by a web server to a web browser, and stored on your computer, tablet or mobile phone when you visit certain web pages. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

Our website uses the following categories of cookies:

“Session cookies” – these keep track of you while you navigate our website and will be deleted from your computer when you close your browser.

“Persistent cookies” – these enable our website to recognise you when you visit, and they remain stored on your computer until deleted, or until they reach a specified expiry date.

We use Google Analytics to analyse the use of our website. Google Analytics generates statistical and other information about use of our website such as number of new visitors to our website, how long visitors spend browsing our website and which pages they viewed by means of cookies which are stored on users' computers.

You can find out more about Google Analytics here: <http://www.google.co.uk/intl/en/policies/privacy/>

If you prefer to restrict, block or delete cookies from our website, or any other website, you can use your browser to do this. Each browser is different, so check the 'Help' menu of your particular browser (or your mobile phone's manual) to learn how to change your cookie preferences. If you block cookies, you will not be able to use all the features on our website.

If you link through to any third-party website from our website we recommend you check the third-party websites for more information about their cookies and how to manage them.

Where our website contains links to other websites this privacy policy will not apply to those third party websites. When you link through to another website you should read the privacy policy which applies to that website.

Other information we collect and how we use it

Log files/IP addresses

When you visit our website, we automatically log your IP address (the unique address that identifies your computer on the internet) which is automatically recognised by our web server. We may use IP addresses to help us administer our website and to collect broad demographic information for aggregate use. We do not link IP addresses to personally identifiable information.

Non personal information

We may automatically collect non-personal information about you such as the type of internet browser you use or the site from which you linked to our website. You cannot be identified from this information and it is only used to assist us in providing an effective service on our website.

Security

We place a great importance on the security of all information associated with our clients and potential clients. We have appropriate security measures in place to protect against the loss, misuse and alteration of customer data under our control. For example, only authorised personnel have access to user information that is protected by strong passwords together with up-to-date anti-virus software. While we cannot ensure or guarantee that loss, misuse or alteration of data will not occur, we use our best efforts to prevent this.

Where is the information stored?

Information that we collect is stored on a computer located in the UK. This is necessary in order to process the information and to send you any information you have requested. Information submitted by you may be transferred by us to our other offices and/or, to reputable third-party suppliers, which may be situated outside the EU. Not all countries outside the EU have data protection or privacy laws.

How long do we keep your data?

We keep personal data for the following periods of time:

Prospective clients – 6 months and then deleted if we have not heard from you; and

Clients – for 6years after the date of the last invoice issued to you

Comments / Subject Access Requests

Your rights in relation to any of your personal data we process are:

- (a) the right to request a copy of the information we hold about you;
- (b) a right to correct data that we hold about you that is inaccurate or incomplete;
- (c) in certain circumstances, a right to request that we erase the data from our records;
- (d) in certain circumstances, the right to restrict our processing of the data;
- (e) a right to have the data we hold transferred to another organisation;
- (f) a right to object to certain types of processing;
- (g) a right to object to automated processing, including profiling;
- (h) a right to complain to the Information Commissioner's Office or any other supervisory authorising in an EU member state where any alleged breach of your rights has occurred

If you have any questions, concerns or comments you have about our Privacy Policy or wish to exercise one of your rights set out above please email us at shelley@beaumont-watson.com