



# PRIVACY POLICY

This privacy policy sets out how Nick Hill Consultancy uses and protects any information that you give when you use this website.

Nick Hill Consultancy is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Nick Hill Consultancy may change this policy from time to time by updating this document. You should check this document from time to time to ensure that you are happy with any changes. This policy is effective from 2 April 2017.



### **What we collect**

We may collect the following:

- \* Name and job title
- \* Contact information including email address
- \* Demographic information such as postcode, preferences and interests
- \* Other information relevant to customer surveys and/or offers

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- \* Internal record keeping
- \* We may use the information to improve our products and services
- \* We may periodically send promotional email about new products, special offers or other information which we think you may find interesting using the email address which you have provided
- \* From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

### **Links to other websites**

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.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Nick Hill Consultancy, Wool House Cottage, Well Street, Loose, Maidstone ME15 0EH.

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 above address or email us via the website. We will promptly correct any information found to be incorrect.