



Privacy Policy

Lincoln Office

Fosse House
Roman Wharf
LINCOLN
LN1 1SR

Tel: 01522 513032

London Office

The Old Gas Works
Cooper House
2 Michael Road
LONDON
SW6 2AD

Tel: 020 7494 3224

Nottingham Office

Unit 16
Byron Business Centre
Duke Street
Hucknall
NOTTINGHAM
NG15 7HP

Tel: 0115 950 4645

mail@wardcole.co.uk

WARD  **COLE**
consulting engineers

www.wardcole.co.uk

SCHEDULE OF REVISIONS

REVISION	AMENDMENTS

**Ward Cole Consulting Engineers
Privacy Policy**

Contents:

What We Collect	Page 4
What We Do With The Information We Gather	Page 4
Disclosure Of Your Information	Page 5
Security	Page 5
How We Use Cookies	Page 5
Your Rights	Page 6

Ward Cole Privacy Policy

This privacy policy sets out how Ward Cole Limited uses and protects any information that you give Ward Cole Limited when you use this website.

What we collect

Ward Cole Limited 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.

Ward Cole Limited may change this policy from time to time. You should check with us to ensure that you are happy with any changes. We collect and process your Personal Data in accordance with applicable laws that regulate data protection and privacy. This includes, without limitation, the Data Protection Act 1998 and from 25 May 2018 the EU General Data Protection Regulation (2016/679).

We may collect the following information:

- Identity data including first name, surname, email address, telephone number.
- Other information relevant to customer surveys.
- Technical data which includes internet protocol (IP) address, login data, location data and the information regarding the use of the Site.

This information is collected if you:

- fill in forms on our Site;
- correspond with us with queries, comments, complaints or problems regarding the Site;
- browse our Site (please see 'Cookies' section below).

If you choose not to provide Personal Data, we may not be able to comply with a request for information or provide you with our Services.

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.
- 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 according to your interests.

Disclosure of your information

We will not sell or lease your personal information to third parties. We will not disclose Personal Data to third parties without you knowing about it. The exceptions are:

- Where we need assistance of third party data processors, acting under our instructions, who assist us in the performance of a contract we enter with you (e.g. payment processor, suppliers and sub-contractor);
- In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets;
- If Ward Cole Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets; and
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of and other agreements; or to protect our rights, property, or safety or that of our customers, or others. This includes exchanging information with other companies and organizations for the purposes of fraud protection and credit risk reduction.

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 online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. By continuing to use this our website you agree to a file being added. The website uses cookies to anonymously analyse web traffic via Google Analytics and to allow users to log into the member areas.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to visitors needs. We only use this information for statistical analysis.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Disallow cookies

Your rights

In accordance with your legal rights under applicable law, you can request information about the Personal Data that we hold about you, what we use that Personal Data for and who it may be disclosed to.

You can also request that we:

- correct Personal Data that we hold about you which is inaccurate or incomplete.
- erase your Personal Data for marketing purposes (see Email marketing' above).

We will retain certain Personal Data in respect of holding of Personal Data for direct marketing purposes, we will retain this data for a limited period in line with recommendations of the ICO and other competent regulatory authorities.

Please email mail@wardcole.co.uk for any questions.

Signed..... Director

Date.....