



## Privacy notice

Park Street Consulting Limited (PSC) takes the protection of your privacy very seriously. We will only use your personal information to provide the services you have requested from us, and to meet our legal responsibilities.

### What type of information do we collect from you?

- Information that you provide by filling in forms on our site at [www.parkstreetconsulting.co.uk](http://www.parkstreetconsulting.co.uk) (our "Website"). This includes information provided when completing our enquiry form. This may include your name, your organisation's name, your position, email address, business address and contact telephone number. We may also ask you for information when you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.
- Details of your visits to our site including, but not limited to, web server statistics, traffic data, location data and details of the web pages and resources that you access.

### Site usage

We may collect information about your computer, including where available your IP address, operating system and browser type via the web server log files, for system administration and to analyse aggregate information. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

### Cookies

- To comply with EU legislation, we are required to tell you about the cookies used on this website.
- We use cookies only because we want you to find the information you need as quickly and easily as possible.
- A cookie is a small text file that is placed on your computer when you visit a website. Cookies help websites function usefully and can provide information to website owners.
- Cookies do not place viruses on your computer and cannot run programs.
- Our cookies do not provide us with any private or personally identifiable information about you. All data that is gathered is anonymous.
- Some of the cookies we use collect information about how visitors use our site.
- For example, one of our cookies counts the number of visitors to the site and notes which pages they visited. This anonymous information helps us to compile statistical reports, which can help us to improve the site.
- Your web browser gives you the ability to accept or decline cookies. Generally, web browsers automatically accept cookies, but you can modify your browser settings to decline cookies if you prefer. However, if you choose to decline cookies, some useful features of this website will not work.
- For example, there is the option to view this website as text only, with no graphics. The 'useTextOnly' and 'setString' cookies remember that you have chosen to view this site with no graphics. If you choose to decline cookies you will have to select the text only option every time you view a new page.

### The cookies we may use and what they do

Cookie Name	Purpose
PHPSESSID	A random "session ID" (PHPSESSID) that only lasts as long as the session on the website and carries from page to page as an ID that it's <i>you</i> moving around the site.



Cookie Name	Purpose
setString	This is used to store user preferences for viewing sites in textOnly mode e.g. font-size and colour.
Google Analytics _ga _gid	These cookies are used to collect information about how visitors use our site. This information can be used to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. <a href="#">Click here for an overview of privacy at Google</a>

### Cookies used by our service providers and others

- Our service providers do not use any cookies connected with the use of our website.
- Websites that you may link to from our website may use additional cookies over which we have no control and for which we have no responsibility. We refer you to these websites for details of their privacy and cookie policies.
- We may use 'plug ins' and embedded media to provide additional content. The suppliers of these services and content may use additional 'third party' cookies over which we have no control and for which we have no responsibility. We refer you to the suppliers of these services for details of their privacy and cookie policies.

### Places to go to find out more about cookies

You can find out more about cookies, including how to see what cookies have been set and how to manage and delete them, at these sites:

<http://www.allaboutcookies.org/>

<http://tools.google.com/dlpage/gaoptout>

### How is your information used?

In general terms, as part of providing our services we may use your information to:

- to understand your needs and how they may be met
- carry out our obligations arising from any contracts entered into between you and us.

We may also use your data to provide you with information about goods and services which may be of interest to you and we may contact you about these by email, SMS, post or telephone. If you do not want us to use your data in this way, please contact us.

We may be required by legislation, other regulatory requirements and our insurers to retain your data where we have ceased to act for you. The period of retention required varies with the applicable legislation but is typically three years or less. To ensure compliance with all such requirements it is our policy to retain all data for a period of three years from the end of the period concerned.

### Who has access to your information?

- We will not sell or rent your information to third parties.
- We will not share your information with third parties for marketing purposes.
- Any staff with access to your information have a duty of confidentiality under the ethical standards that this firm is required to follow.
- Please be assured that we will not release your information to third parties unless you have requested that we do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention and detection of crime, fraud or corruption.



## Your consent

By submitting your information, you consent to the use of that information as set out in this policy. If we change our privacy policy we will post the changes on this page, and may place notices on other pages of the Website, so that you may be aware of the information we collect and how we use it at all times. We will also e-mail you should we make any changes so that you may consent to our use of your information in that way. Continued use of the service will signify that you agree to any such changes.

Owing to the global nature of the Internet infrastructure, the information you provide may be transferred in transit to countries outside the European Economic Area that do not have similar protections in place regarding your data and its use as set out in this policy. However, we have taken the steps outlined above to try to improve the security of your information. By submitting your information, you consent to these transfers.

## How you can access and update your information

Keeping your information up to date and accurate is important to us. We commit to regularly review and correct where necessary, the information that we hold about you. If any of your information changes, please email or write to us, or call us using the 'Contact information' noted below.

You have the right to ask for a copy of the information PSC holds about you.

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

- Whilst 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. Where we have given, or where you have chosen, a password which enables you to access information, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.
- We take the security of your data seriously and so all our systems have appropriate security in place that complies with all applicable legislative and regulatory requirements.

## Your choices

We may occasionally contact you by post / email / telephone with details of developments that may be relevant to your affairs and, where applicable, how we may assist you further. If you do not wish to receive such information from us, please let us know by contacting us as indicated under 'Contact information' below.

## Your rights

**Access to your information:** You have the right to request a copy of the personal information about you that we hold.

**Correcting your information:** We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

**Deletion of your information:** You have the right to ask us to delete personal information about you where:

- you consider that we no longer require the information for the purposes for which it was obtained
- our use of your personal information is contrary to law or our other legal obligations.



Please contact us in any of the ways set out in 'Contact information' below if you wish to exercise any of these rights.

### **Changes to our privacy notice**

We will keep this privacy notice under regular review. This privacy notice was last updated on 1<sup>st</sup> May 2018.

### **Contact Information:**

[www.parkstreetconsulting.co.uk/contact](http://www.parkstreetconsulting.co.uk/contact)