

PRIVACY POLICY

FOR

ROWNTREE CONSULTING LTD

(TRADING AS ROWNTREE PARTNERSHIP)

This privacy policy sets out how Rowntree Consulting Ltd (us), (trading as Rowntree Partnership), uses and protects any information collected from you or given by you to us when you engage our services and/or use this website.

This policy only refers to the Rowntree Consulting Ltd website. Any other websites linked to/from this site are not covered by this policy.

For the purposes of the Data Protection Act 1988/EU General Data Protection Regulation 2016 (GDPR), the data controller is Rowntree Consulting Ltd (trading as Rowntree Partnership), Unit 12 Wheatstone Court, Davy Way, Waterwells Business Park, Quedgeley, Gloucester GL2 2AQ.

What Information We Collect

- Name
- Postal address
- Contact details including mobile telephone numbers and email addresses.

What We Use This Information For

- Internal record keeping of people who contact us for information or quotations.
- Internal record keeping of people with whom we have a contract to carry out work.
- Communication/correspondence between you (the client) and ourselves, of which a record of the correspondence may be kept.
- We **DO NOT** use any information obtained/retained for marketing purposes and we **DO NOT** issue ad-hoc email correspondence for such purposes.
- Beyond our contractual duties to our clients, Rowntree Consulting Ltd will not disclose your details to any third party.

Where personal data is requested via forms/appointment documents, such data is only used for the above mentioned purposes and will not be given/sold to third parties unless required to do so to fulfil our contractual duties to you.

Retention & Deletion of Information

Rowntree Consulting Ltd retains your information whilst you/your company remain a client, unless you request us to delete your information from our records. Once you are no longer an active client, Rowntree Consulting Ltd will retain your records for as long as is required under UK legislation, by HMRC or our professional indemnity insurers, after which time your details will be destroyed securely.

By submitting your data to us, you are agreeing to us storing, processing or transferring your data for the purposes set out in this Policy. You may request details of personal information that we hold about you by making a 'data subject access request' under the GDPR regulations.

We are committed to ensuring that all data is secure in order to prevent unauthorised access or disclosure of personal information, and have suitable procedures in place to safeguard both physical and electronic data.

Changes to our Privacy Policy

Rowntree Consulting Ltd may change this policy from time to time by updating this page. This policy is effective from 20th May 2018.

Use of Cookies

Cookies are small files that request permission to be placed on your computer by websites that you visit. They are used to allow websites to work more efficiently, tailoring its operations to respond to the individuals' likes, dislikes and preferences, as well as gathering information for the website owners.

By using our website, you are agreeing to the use of cookies on your device.

Links to Other Websites

The inclusion of any links (including hyperlinks) on our website to a third party site does not imply endorsement or approval by Rowntree Consulting Ltd of the linked site, its operator or its content and we are not responsible for the content of any website other than our own.